

# Real Estate Transaction PLAYBOOK





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## PREAMBLE

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This Playbook, prepared by the Air Force Civil Engineering Center, Installations Directorate (AFCEC ID), Real Estate Transactions Division (AFCEC/CIT), gives the standard operating procedures for processes and procedures used in staffing all Air Force real estate transactions. It serves as primary reference to the installation level with focus on a standard of quality for real estate transaction request packages. Air Force policy is contained in the Air Force Instruction (AFI) 32-9000 series, *Air Force Civil Engineering Real Property*, and through policy memoranda. AFCEC is a primary supporting unit (PSU) under the Air Force Materiel Command (AFMC) and attached to the Air Force Installation and Mission Support Center (AFIMSC); however, AFCEC ID has direct communication ties with Deputy Assistant Secretary of the Air Force for Environment, Safety and Infrastructure (SAF/IEE) for all real estate transactions.

To conduct real estate transactions, installations should use this Playbook and carefully follow all official guidance:

- Air Force Instructions (AFIs);
- Air Force Handbooks (AFHs); and
- Air Force Policy Memoranda.

The checklists in this Playbook provide the installations insight into the minimal supporting documentation required to process a given real estate transaction and are designed to be compliant with federal real property laws and policy. Transactions that do not include information and documents required by the checklists provided here may be considered insufficient and potentially could violate either AF policy or federal law. The checklists in this Playbook are designed to be compliant with federal real estate laws and policy; however, because every real estate transaction is unique, packages may require variation and/or additional elements.

This Playbook will be updated by AFCEC/CIT on a regular basis. A copy of this Playbook is posted on the AFCEC/CIT SharePoint website and the Air Force Civil Engineering portal to provide easy access to all users. Please check the AFCEC/CIT SharePoint website for the latest version, or contact any AFCEC/CIT action officer (AO) for a copy of the current version. To help with version control, each page of this Playbook has the version number identified in the bottom left of the page.

Version 2.2. updates Version 2.1 with the following changes:



- Added information about the Uniform Relocation Assistance and Real Property Acquisition Act to para 3.0.
- Added requirement to use AFMAN 32-1084, Facility Requirements, to determine space requirements for ingrant leases, para 3.13.
- Para 7.8, has some minor changes.
- Para 7.12.2 was amended to add a SharePoint link to the Title V Property Survey Federal Property Information Checklist
- Added para 7.17, Administrative Funds.
- Expanded the requirement in Appendices 11 and 12 to include outgranted AF property when analyzing the survey of government-controlled space within 50-mile radius.
- Deleted requirement for telecommunications application, Appendix 24.
- Added requirement for inclusion of ISSA in permit outgrants, Appendix 26.
- Added improved RFI for use in satisfying competition requirements, Appendix 33. Appendix 38 was deleted and subsequent Appendices renumbered.



## 1.0 EXECUTIVE SUMMARY

AFCEC ID is responsible for acquiring, managing, and disposing of Air Force-controlled real property worldwide. AFCEC ID also manages property transfer and environmental remediation activities at former Air Force installations closed or realigned under the Base Closure and Realignment Acts of 1988, 1991, 1993, 1995, and 2005 (i.e., Base Realignment and Closure, or BRAC).

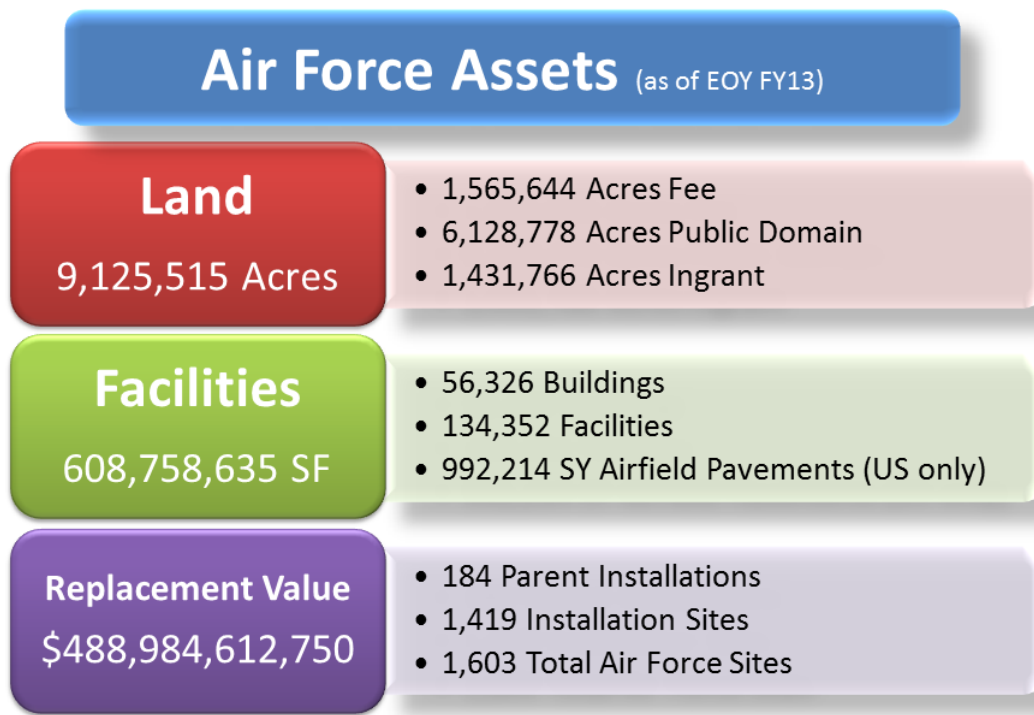


Figure 1. Air Force Assets (FY13 7115 Report)

The mission of AFCEC ID is:

*“To Acquire, Manage, and Dispose Of All Air Force-Controlled Assets Worldwide.”*

AFCEC ID is the Air Force “center of excellence” for real property. AFCEC ID strives to leverage many years of successful realty program experience to optimize existing assets and strengthen the Air Force war-fighting posture by:

- Providing an improved way of doing business.
- Solving complex real property issues.

Installation-level support of real estate transactions and related activities can place a considerable drain on resources, especially during declining budgets.



AFCEC ID provides real estate expertise and goes to great lengths to optimize the value derived by the installation-level Air Force mission.

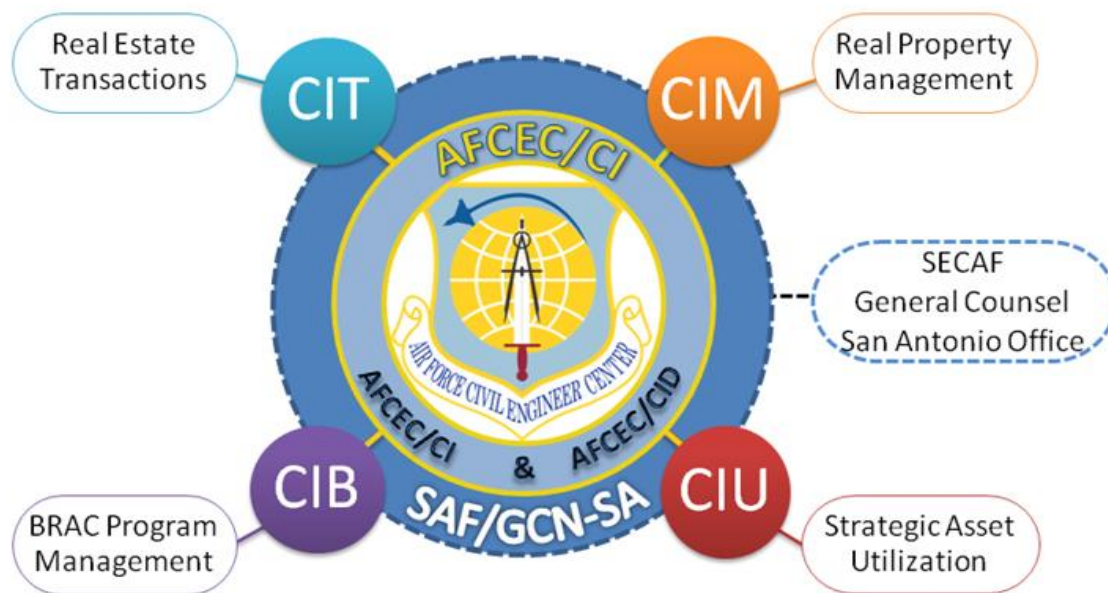


Figure 2. AFCEC ID Organization

AFCEC ID is a unique organization within the AFCEC structure as it reports both to the AFCEC Director and also directly to SAF/IEE. The AFCEC ID Director (AFCEC/CI) reports directly to those two organizations. AFCEC ID oversees four divisions that manage the day-to-day operations of the agency:

- AFCEC/CIT: Real Estate Transactions Division.
- AFCEC/CIM: Real Property Management Division.
- AFCEC/CIU: Strategic Asset Utilization Division.
- AFCEC/CIB: BRAC Program Management Division.

AFCEC/CIT carries out the bulk of the Air Force real estate transactions. This includes the real estate management and final disposal transactions for former Air Force installations scheduled to close under BRAC as well as real estate acquisition, management, and disposal activities at Air Force installations throughout the world. AFCEC ID is also supported by an independent legal office. The Secretary of the Air Force General Counsel, San Antonio Office (SAF/GCN-SA) is collocated with AFCEC ID and performs all legal reviews of transactions flowing through AFCEC ID.

AFCEC/CIT processes hundreds of real estate transactions per year for 1,603 Air Force sites worldwide. These sites report to 184 (parent) installations which have real property reporting authority. The Air Force has more than 9 million acres of



land and more than 130,000 facilities totaling more than 608 million square feet of buildings around the world (see appendix 44 for a complete list of Installations broken out by MAJCOM).

AFCEC/CIT's strategy to manage the Air Force real estate transactions rests firmly on four guiding principles:

- Develop and provide superior customer-centric support.
- Optimize and strengthen real property visibility and decision-making capability across the Air Force.
- Develop and deploy a full spectrum of real property services.
- Build seamless partnerships with parent and peer organizations, stakeholders, and customers.

AFCEC/CIT has a major role in executing the AFCEC ID mission. This Playbook outlines that role while:

- Defining processes and sub-processes of the major real estate transactions.
- Defining requirements for each type of transaction.
- Providing a reference guide to use in managing real estate transactions.



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## 2.0 ROLES AND RESPONSIBILITIES

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### 2.1 GENERAL SERVICES ADMINISTRATION (GSA)

GSA provides real property management policy oversight and guidance for Government executive agencies, together with managing real property responsibilities for various agencies, and delegation of operational responsibilities, as with military departments. Consequently, GSA provides Federal agencies a full range of real property related advice, consultation, and support services, some on a reimbursable basis, and others at no cost. Services include appraisal and other studies, project planning and alternative assessments, targeted asset review utilization studies, and technical services procurement.

In the Continental United States (CONUS), the Air Force processes requests through GSA to lease general-purpose (office or warehouse) space outside the National Capital Region (NCR - 100-mile radius from the Capitol Building). GSA leases the space, assigning the space to one or more agencies for the period of time the agency specifies. The requesting agencies are responsible for all costs of the assignment. In some areas where GSA staff is unavailable, the installation receives specific authority to contract for the administrative or warehouse space directly. For facilities outside the NCR (ONCR), GSA provides one consolidated bill to AFCEC, who, in turn, bills the MAJCOMs or other users for the assigned space. GSA sends bills for both recurring and nonrecurring reimbursable expenses directly to the paying office of the Air Force activity occupying the GSA-controlled space (see GSA Form 2957, Reimbursable Work Authorization). GSA also redeploys and disposes of federal excess and surplus non-BRAC real property.

### 2.2 OFFICE OF SECRETARY OF DEFENSE (OSD)

OSD is the principal staff element of the Secretary of Defense in the exercise of policy development, planning, resource management, fiscal, and program evaluation responsibilities. OSD includes the immediate offices of:

- Secretary and Deputy Secretary of Defense.
- Executive Secretary of Defense
- Under Secretary of Defense for Acquisition, Technology and Logistics .
- Under Secretary of Defense Comptroller/Chief Financial Officer.
- Under Secretary of Defense for Intelligence.
- Under Secretary of Defense for Personnel and Readiness.
- Under Secretary of Defense for Policy.



- Assistant Secretaries of Defense.
- General Counsel.
- Inspector General.
- Deputy Assistant Secretaries of Defense.
- Directorates.
- Other staff offices the Secretary establishes to assist in carrying out assigned responsibilities.

### **2.3 ASSISTANT SECRETARY OF AIR FORCE INSTALLATIONS, ENVIRONMENT, AND ENERGY (SAF/IE)**

SAF/IE shapes real property policy direction, conducts oversight, and is the liaison with OSD, Congress, federal agencies, and external organizations. In addition, SAF/IE provides guidance, direction, and oversight of all matters pertaining to the formulation, review, and execution of plans, policies, programs, and budgets relative to these specific functional responsibilities.

The mission of SAF/IE is:

“To champion agile and innovative policy development while leading cost effective execution in Air Force supply chain management, infrastructure and environmental, safety and energy; always providing superior, customer-focused support to the Warfighter and their families.”

SAF/IE focuses on policies and activities that will transform Air Force operations, ultimately ensuring improvements to the Air Force warfighting ability and capacity to counter new threats. SAF/IE is committed to ensuring installations are right sized to support the armed forces, that sustainable energy is available to all Air Force installations, and that forces have the necessary accessibility to ensure combat readiness.

SAF/IE has three directorates that operate at the policy level:

- 1) Deputy Assistant Secretary of the Air Force (Environment, Safety and Infrastructure) **SAF/IEE**.
- 2) Deputy Assistant Secretary of the Air Force (Installations) **SAF/IEI**.
- 3) Deputy Assistant Secretary of the Air Force (Energy) **SAF/IEN**.

### **2.4 DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE (ENVIRONMENT, SAFETY, AND INFRASTRUCTURE) (SAF/IEE)**

A recent reorganization of SAF/IE assigned SAF/IEE real property duties to include real property life cycle management, military construction, family housing, environment, safety, and occupational health.



SAF/IEE will now lead the Air Force's real property transformation to unlock hidden value in its real property assets to facilitate force structure recapitalization (enhanced use leasing). It also directs the Air Force housing and utilities privatization and a recapitalization program to ensure airmen and their families are living in quality homes. In addition, SAF/IEE is actively engaged in enabling the President's Management Agenda to identify, sustain, and streamline infrastructure assets (see Executive Order 13327, Federal Real Property Asset Management).

Furthermore, SAF/IEE approves usage of Air Force real property by non-Air Force users to minimize short- and long-term impacts to Air Force operations. It also responds to the Combatant Commanders' needs by focusing Air Force construction resources on meeting critical contingency requirements. SAF/IEE engages with local community groups on issues affecting the installation sustainability and local community economic viability while advocating with congressional members and addressing members' concerns on behalf of Air Force installations. Lastly, SAF/IEE maximizes use of Air Force real property infrastructure to ensure Air Force warfighting capability and joint training opportunities where appropriate.

The Deputy Assistant Secretary of the Air Force (Installations), SAF/IEI, will now support strategic planning, strategic basing, European Infrastructure Consolidation, base realignments and closures, the environmental impact analysis process, encroachment management, and community partnerships. Through the Readiness and Environmental Protection Integration (REPI) Program, SAF/IEI will continue to address encroachment and range compatibility issues maximizing warfighting training opportunities.

## **2.5 AIR FORCE INSTALLATION AND MISSION SUPPORT CENTER (AFIMSC)**

To create a more effective organization and reduce overhead costs, the Air Force activated the Air Force Installation and Mission Support Center (AFIMSC) in August 2014. AFIMSC will consolidate functions now performed at 10 major commands and 2 direct reporting units. The center will become the parent organization for several primary subordinate units (PSUs), former FOAs, to include the Air Force Security Forces Center, Air Force Civil Engineer Center, Air Force Installation Contracting Agency, Air Force Financial Management Center of Expertise, Air Force Financial Services Center, and the Air Force Services Activity.

## **2.6 HEADQUARTERS AIR FORCE-CIVIL ENGINEER (A4C)**

The Air Force Civil Engineer, the deputy, and various divisions and branches in the directorate develop policy and coordinate the oversight of programming, a large array of environmental programs, planning, and construction activities for



all Air Force installations. A4C is the executive process owner of the Automated Civil Engineer System (ACES) and coordinates programming for funding construction activities. Housing and utilities privatization are located at A4C. The real property accountability function on installation is governed by regulations and policies administered by A4C.

## 2.7 THE AIR FORCE CIVIL ENGINEER CENTER (AFCEC)

On 1 October 2012, the Air Force Civil Engineer Support Agency (AFCESA) was redesignated as the Air Force Civil Engineer Center, which merged AFCESA, the Air Force Real Property Agency (AFRPA), and the Air Force Center for Engineering and Environment (AFCEE) into one FOA. The AFCEC headquarters is located at Joint Base San Antonio-Lackland, TX, where the former AFCEE and AFRPA were located. The AFCESA emblem was converted for the new AFCEC. AFCESA, AFCEE, and AFRPA became centers of expertise in the new AFCEC. Directorates for Planning and Integration, Energy, Operations, and Readiness were added to provide special abilities for the new AFCEC. The CFO and CIO offices were incorporated from the former AFCESA, AFCEE, and AFRPA to form a consolidated central CFO and CIO for the entire AFCEC.

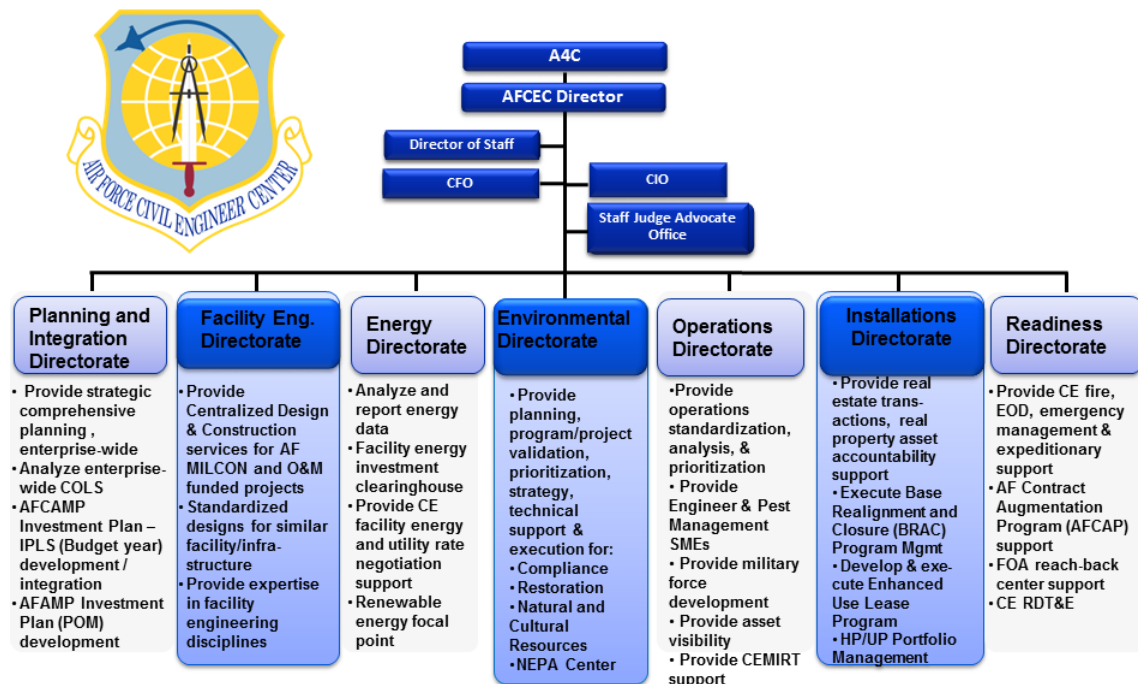


Figure 3. AFCEC Organization Chart

### 1.1.1 Installations Directorate (AFCEC ID)

The four divisions of AFCEC ID review, manage, and staff all real property actions for the entire Air Force. When submitting real estate transactions to AFCEC/CIT Workflow, installations are asked to use the checklists in the appendices of this Playbook to cover information and documents needed by senior leadership to approve the submitted transactions. There are separate



playbooks for the BRAC program and for enhanced use leases (EULs). SAF/GCN-SA supports AFCEC ID for real estate legal matters.

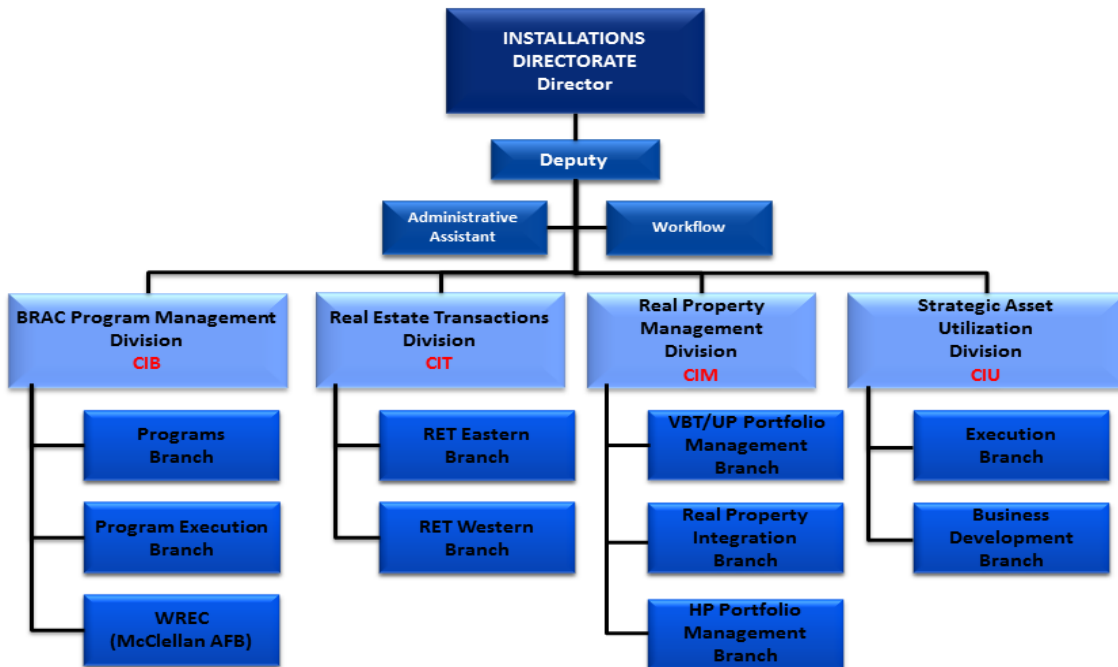


Figure 4. AFCEC ID Organization Chart

### 2.6.2 AFCEC ID History

On 1 January 1963, the Air Force Real Estate Agency, an Air Staff Field Extension office, was established. This unit replaced the former Real Estate Division in the Directorate of Civil Engineering with the same authorized strength and functions. It was later re-designated the Real Property Management Agency in 1971 and once again became the Real Property Division in 1972. The Air Force Base Conversion Agency and Air Force Real Estate Agency, with the exception of accountability and the real property inventory functions, merged to become the Air Force Real Property Agency in 2003. On 1 October 2012, AFRPA became the Installations Center of Excellence and subsequently the Installations Directorate (ID) within the newly created AFCEC. AFCEC ID reports directly to the AFCEC director as well as SAF/IEE. AFCEC ID is responsible for all real estate transactions, for both active installations and installations chosen for closure under BRAC laws, first line support for all Air Force installations on non-systemic real property accountability queries and periodic reports, and implementing SAF/IEE policy for acquisition, disposal, and management of land and facilities to support the Air Force mission.



### 2.6.3 *AFCEC ID Approval Process*

Once installation-level authority is exceeded, a transaction request package must be sent to AFCEC/CIT for processing to the appropriate approval authority. The AFCEC/CIT Workflow manager assigns the project to AFCEC/CIT action officers (AOs). AOs evaluate transaction packages for completeness and ensure all required supporting documents are submitted.

Once the package is complete, the AO prepares and coordinates an electronic staff summary sheet (eSSS). SAF/GCN-SA conducts a legal review of the package. When SAF/GCN-SA determines the package is legally sufficient, the action flows to the appropriate authority for approval or execution. Upon approval or execution, the AO notifies the installation and provides the signed documents.



## 2.6.4 AFCEC/CIT Approval Process Diagram

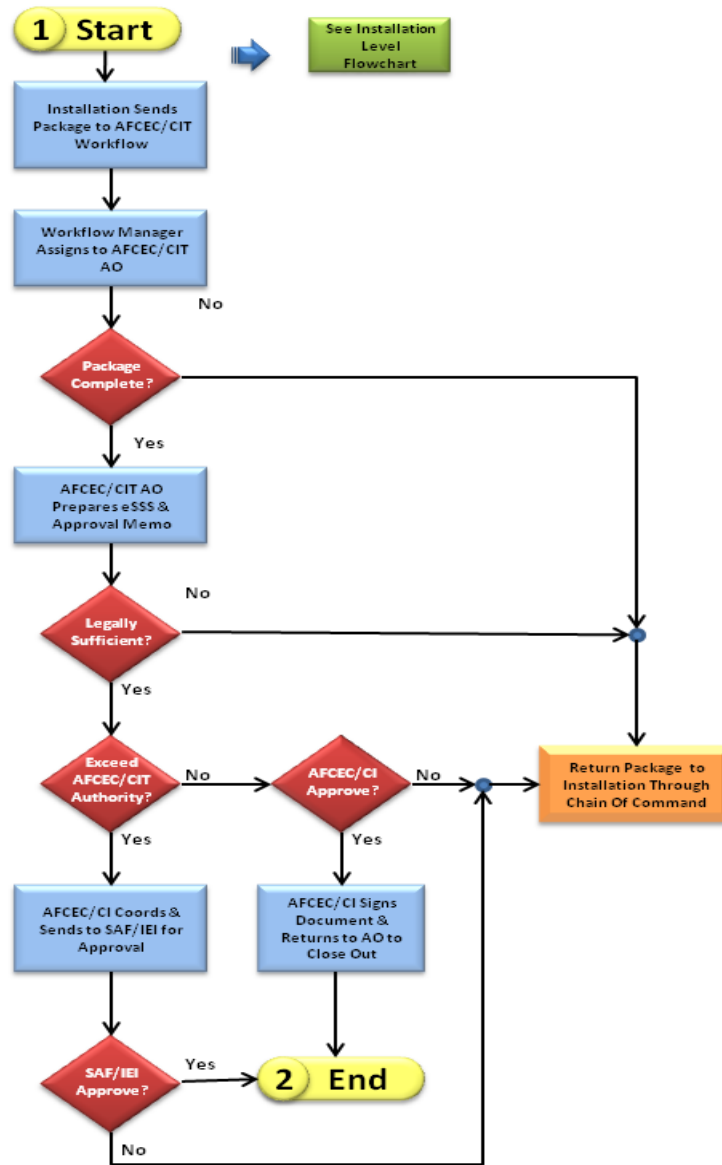


Figure 5. AFCEC/CI Workflow

## 2.8 MAJOR COMMAND (MAJCOM)

Active duty MAJCOM realty staff positions were aligned to AFCEC/CIT effective 1 October 2012. AFCEC/CIT AOs now play a key role in providing guidance and technical expertise directly to the installation Real Property Office (RPO) as well as continuing MAJCOM real property support. As part of the installation package preparation, however, the installation will continue to acquire MAJCOM endorsement that the real estate transaction request meets the overall MAJCOM mission compatibility and fiscal viability.



The HQ Air Force Reserve Command (AFRC) and the National Guard Bureau (NGB) real property offices continue to staff real property requests from their respective installations. Processes for NGB requests sent to AFCEC/CIT are in Chapter 8.

Although some minor guidance is included in this Playbook for OCONUS, continue to staff real property requests through the HQ Pacific Air Forces (PACAF) or the HQ US Air Forces Europe (USAFE) real property offices.

## 2.9 INSTALLATION

Every Installation Commander must appoint a real property accountable officer (RPAO) by special order to oversee the real property inventory integrity (see AFI 32-9005). A majority of real estate and real estate management tasks performed at installation level require a team effort. This effort involves functions ranging from the Base Civil Engineer (BCE) to every other activity on the installation. In addition, the installation RPO will have dealings with outside entities such as state and local governments, private organizations, and private citizens. Much of what they do is of particular interest to the MAJCOM, Secretary of the Air Force (SecAF or SAF), Department of the Air Force Headquarters (HAF), Congress, and even the President. Furthermore, the Installation Commander may have authority to execute real estate transaction documents and coordinate real estate asset management for the installation under delegations of authority from SAF/IEE through AFCEC ID. Primarily, the Installation Commander makes decisions about the use of real property through the Facilities Board (FB).

### 2.9.1 *Installation Transaction Process*

Installations may initiate their own transactions (acquisitions or disposals) or may receive formal transaction requests from potential users. The user could be a local utility, landowner, or government entity. The installation RPO determines if there is available space on or off the installation, as appropriate.

The installation RPO submits the transaction request to the FB for approval. The FB will evaluate and reconcile the transaction request to ensure compliance with the civil military engineering board priorities. FB approval is required before the transaction may proceed.

Once the FB has approved the transaction, the RPO requests environmental documentation, typically an AF Form 813, to initiate an Environmental Baseline Survey. Any special environmental or cultural preservation concerns will be addressed in the real estate instrument prepared by the installation RPO.

The RPO coordinates required documents from the FB and prepares the required real estate agreement. The RPO forwards the real estate agreement and



supporting documents to the installation Judge Advocate General (JAG) for legal review. If the JAG determines the package to be legally sufficient, the RPO forwards the package to the delegated approval authority. If the request is within the installation approval authority, that delegated authority official will execute the documents. However, if the request is beyond the scope of installation authority, the installation RPO will forward the package to AFCEC/CIT for further processing. Throughout the process, the installation may need to provide additional information on projects that are controversial or that may have senior leadership or political interest.

Once the agreement is executed (signed by both parties), the RPO is responsible to enter the agreement into the automated accountability system, send notification to the user declaring the action complete, send a copy of the real estate agreement to the US Army Corps of Engineers (USACE), and maintain a file of all pertinent documentation.

Six-part file folders are recommended to organize files as follows:

**Facility Files.** Include the following information:

Initial acquisition or change documentation (for example, DD Forms 1354 and associated RPIE documentation, AF Forms 123, McKinney Act submission, AF Form 300, etc.).

Inventory inspection form, database change input screen shot, and voucher log.

Facility Manager appointment letter and list of current and historic outgrants for facility.

Utilization information (Facility Board (FB)/space utilization meeting minutes/approval, space studies, etc.).

Miscellaneous documentation (correspondence, environmental documentation, etc.).

Map or visual representations (boundary maps, legislative jurisdiction maps, photographs, floor plans, etc.).

**Grant Files.** This includes grants on AF property (outgrants) or ingranted facilities to include the following information:

Grant with any amendments. Proof of current insurance (self-insured or certificate).

Initial justification and support documentation (FB approval, AF Form 813, strategic basing approval, McKinney Act submission for outgrant leases, etc.).

Inventory/compliance inspection form. Rental payments reconciliation (copy of real property revenue log). Inventory database change screen shots.

Utilization information (FB/space utilization approval for use changes, space studies, etc.).

Miscellaneous documentation (correspondence, environmental documentation, etc.).

Map or visual representations (maps, photographs, floor plans, etc.).



2.9.2 Installation Transaction Process Diagram

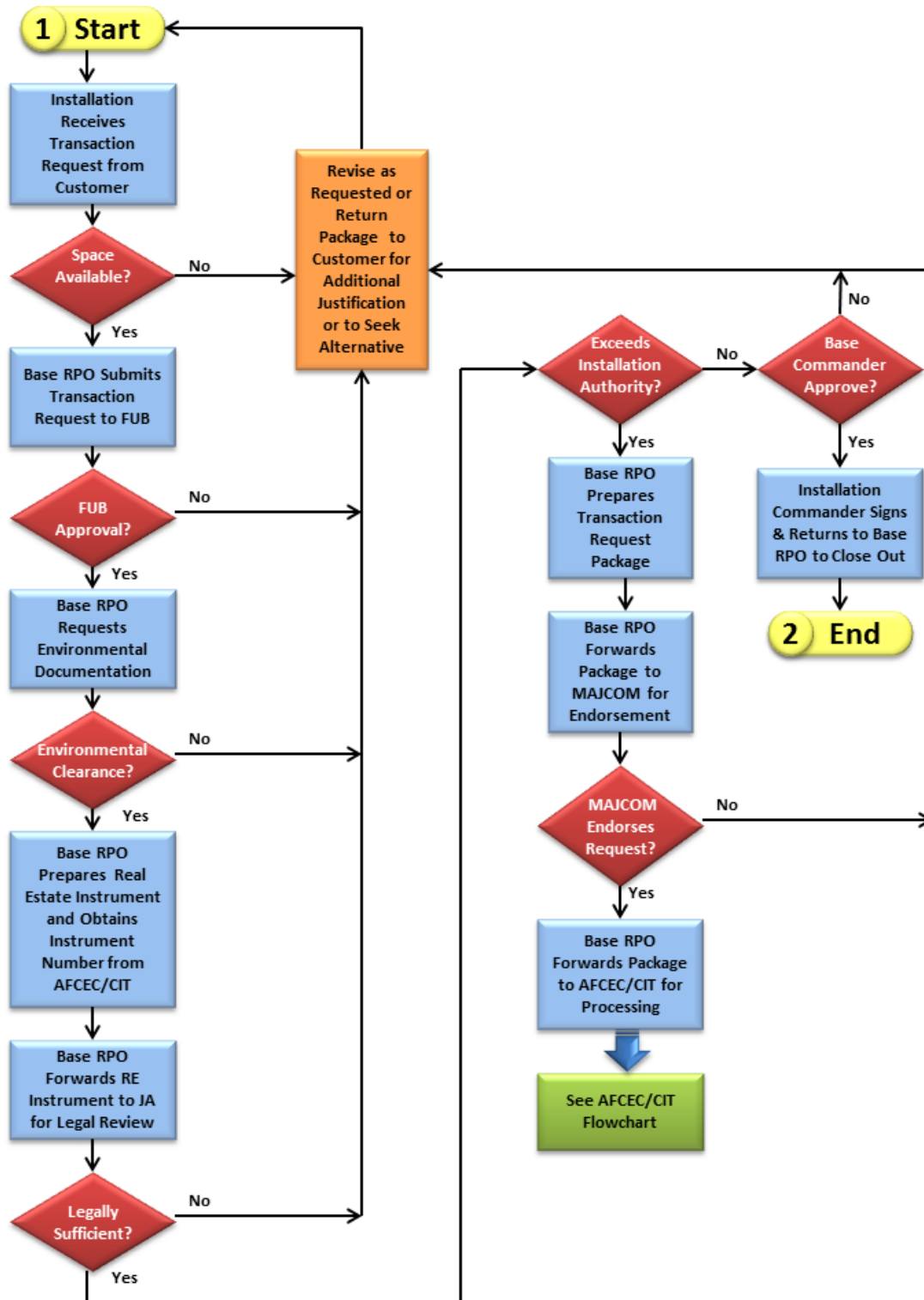


Figure 6. Installation Transaction Process Diagram



## 3.0 ACQUISITION

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The Air Force acquires the minimal interest and size of real property necessary to conduct and sustain its mission operations in the most cost-effective manner Reference Air Force Policy Directive (AFPD) 32-90, *Real Property Asset Management*, and Office of Management and Budget (OMB) Memorandum M-12-12, *Promoting Efficient Spending to Support Agency Operations* (also known as “Freeze the Footprint”). The Air Force may acquire real property to accommodate a new or changed mission, provide space for organizational changes or temporary relocations, or provide buffer space outside or within an installation’s perimeter. Depending on the needs of the mission, the Air Force may acquire property on a permanent or temporary basis. Temporary acquisitions are also known as ingrats. New or changed mission requirements must follow the strategic basing process. Reference AFI 10-503, *Strategic Basing*.

Any AF acquisition that requires the owner to move their residence, business, farm, or any personal property from the acquired site is required to adhere to the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended (the Uniform Act) (Public Law 91-646, codified in Title 42 USC Chapter 61). The Uniform Act requires that funding be provided to the property owners for the relocation of their property. This payment is in addition to the payment for the acquisition of the property or interest in property. The installation should review all acquisitions early in the process to determine if an owner will be required to move any of their property. USACE typically provides relocation assistance for Air Force acquisitions. See Chapter \_\_\_ and Appendix \_\_\_ for further details.

Every real estate transaction is unique. The following process attempts to capture as many variables as possible within this generic framework. Contact the real property representative at AFCEC/CIT for any questions or additional guidance.

### 3.1 INSTALLATION ACQUISITION PROCESS

**Assume RPO responsibility unless specified otherwise**

1. **Receive Official Request**
2. **Determine Interest Need**
  - For permanent interest:
    - Select Perpetual interest for easements or rights-of-way
    - Select Fee Simple interest if absolute ownership is most desirable
    - Select Withdrawal interest if public lands are available
  - For lesser interest:



- OCONUS: Select Service Contract interest if for right to use land under the Armed Services Procurement Act of 1947, where necessary
- Select Easement (term) interest if for right to use land of another for specific purpose
- Select License interest if for right to non-exclusive use of real property for specific purpose; License is revocable at will
- Select Permit interest if for right of exclusive or non-exclusive use of federal real property
- Select Leasehold interest if for conveyance of exclusive use of property for a specific term in return for consideration
- Select Consent Agreement for an easement requested across another's existing easement; gives consent for the Air Force to go over, under, or through another's easement property

### 3. **Validate Request**

- Review AFIs and approval authorities using latest delegations
- Ensure justification for need is sufficient
- If request is not valid, notify customer
  - Include customer's justification and official letter from appropriate requesting authority
  - Customer determines alternate course of action

### 4. **Obtain MAJCOM Endorsement**

- Mission compatibility
- Fiscal viability

### 5. **If Required, Prepare and Submit for Conceptual Approval (Preapproval) or any other preapprovals required**

- Recommend approval/disapproval for concept approval
- Submit and brief installation approval authority
- Installation approval authority reviews and makes conceptual approval determination, then provides documentation to RPO
- Receive notification and documentation
- Notify customer; if not conceptually approved, customer must determine alternate course of action
- Product: Installation Conceptual approval/disapproval
- OCONUS: Initiate Negotiator's Report if conceptually approved
- Business Rules:



- For OCONUS, Reserves, and ANG: Submit to MAJCOM and/or Secretary of the Air Force (SecAF) through AFCEC/CIT
- For Host Nation: when acquiring interest in land, request must go to MAJCOM to submit to Host Nation for purchase; Host Nation will initiate Negotiator’s Report later in the process

#### **6. Locate Suitable Space (Facilities and/or Land)**

- Contact other military installations for availability
- Determine the availability of viable off-installation sites
- Contact AFCEC/CIT for GSA/USACE<sup>2</sup> assistance

#### **7. Conduct Off-Installation Search**

- Either RPO or AFCEC/CIT contact:
  - Appropriate government authority (state, county, etc.)<sup>1</sup>
  - GSA/USACE<sup>2</sup>
- Obtain landowner’s concurrence/non-concurrence for each proposed option

#### **8. Gather Off-Installation Search Results**

- Review all search data. Ensure:
  - Antiterrorism (AT) standards met
  - “Freeze the Footprint” offsets provided
- Determine if viable options have been identified
- Review options with customer
- Prioritize and recommend best option

#### **9. Brief Leadership**

- Prepare briefing for Leadership
- Brief Leadership and make recommendation to the Facilities Board (FB)
- Installation authority makes selection; if Installation Commander disapproves all options, Customer determines whether to withdraw the action or resubmit with additional justification needed for approval

#### **10. Compile Package**

- Gather and compile all requested elements of package (see appropriate appendix for the action)

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<sup>1</sup> These sources provide assistance in searching for a viable site and any associated documentation.



- Compile all requested elements of the package
- Business Rules: OCONUS, prepare a Negotiator's Report

#### **11. Request Package Information**

- If a permanent interest (Installation does not have approval authority)
  - Submit to AFCEC/CIT
  - AFCEC/CIT review, approve, and send to USACE
  - USACE complete transaction and prepare instrument and submits documentation to all interested parties
- If Lesser Interest:
  - Determine if economic analysis is required
  - Determine if appraisal is required
  - Request environmental documentation (see Appendix 3)
  - Request Real Estate Planning Report (REPR) from USACE
  - Request maps from appropriate office
  - Determine if a statement on the source of funds for the ingrant is required
  - Customer prepares a statement on the source of funds for the ingrant if required
  - Determine if a survey and legal description is required
  - Coordinate with appropriate office for antiterrorism (AT) certification if required
  - Determine if title search is required (inlease>25 yrs, easement)
  - OCONUS – Determine if other certifications are required
  - OCONUS – Assure no permanent interests are acquired

#### **12. Conduct Site Inspection**

- Perform joint inspection identifying any discrepancies if required
- Ensure Physical Condition Report (PCR) signed by both parties if required
- Ensure Environmental Condition Report (ECR) signed by both parties if required

#### **13. Prepare and Obtain Instrument**

- RPO or appropriate entity prepare instrument using Air Force model documents and obtain instrument number from AFCEC/CIT (ANG has its own numbering convention)



- RPO or appropriate entity submit instrument, including package documentation, to legal office for review
  - Legal office review, edit, and return legal determination and/or recommendation
  - RPO or appropriate entity receive legal determination, review and correct discrepancies and deficiencies if necessary
- Submit to property owner for review and signature
- Resolve any open issues
- Receive documents signed by owner

#### **14. Compile and Submit Acquisition Approval Package**

- Submit package to approval authority
- Decision authority execute instrument and return to RPO
- Business Rules: If the Installation has not received delegation to execute, forward to AFCEC/CIT

#### **15. Distribute Copies of Instrument**

- Distribute copies of final agreement to: landowner, USACE, Defense Finance & Accounting Service (DFAS), AFCEC/CIT, SAF/IEE, as required, and maintain the official record agreement
- Required Data Input: Executed Instrument, with all associated documentation
- Business Rules: For permanent interests when USACE is the transactional agency, USACE distribute copies of instrument
- NGB/A7AR distribute copies for ANG installations

#### **16. Implement Agreement**

- Initiate action with customer to move into new facility

#### **17. Update Real Property Records**

- For permanent interests, update real property records
- For lesser interests, update Grant file and real property records
- Initiate an Air Force Form 1192, USAF Installation Characteristic Report if needed (installation codes (Installation Header File (IHF))). Send to AFCEC/CIT
- AFCEC/CIT sign and forward to A4COI, who will assign installation code and return to AFCEC/CIT, who will return to RPO



### 3.2 INSTALLATION ACQUISITION PROCESS DIAGRAM

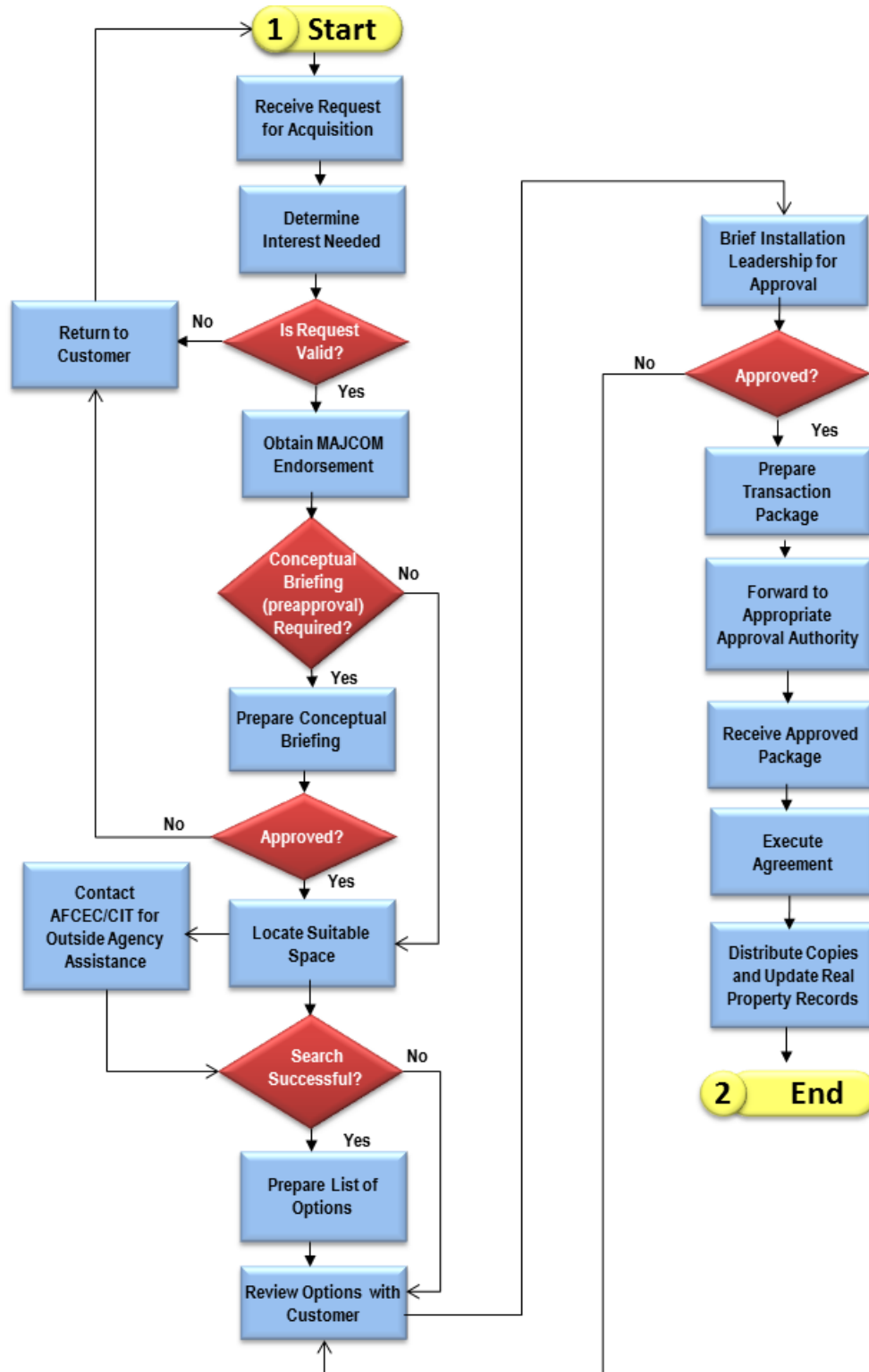


Figure 7. Installation Acquisition Process Diagram



### 3.3 TYPES OF ACQUISITION

Increasing the Air Force footprint comes at an initial cost; requires annual operations, maintenance, and utilities funding; and may decrease the Air Force's funding to meet critical mission requirements. Government acquisitions may be politically sensitive and perceived to have negative effects on the economy and local communities. Because of those considerations, all alternatives must be investigated before acquiring any real property interest. When acquiring an interest, limit the level and term of interest to the minimum necessary to meet mission requirements. Lesser interest than fee simple interest acquisitions are known as ingranths. The types of real property acquisition covered in this Playbook include:

1. Fee Simple.
  - a. Purchase.
    - i. Purchase Option.
  - b. Gift.
  - c. Exchange.
  - d. Federal to Federal Transfer.
  - e. Reversion.
  - f. Recapture.
  - g. Mineral rights.
2. Lease.
  - a. GSA lease.
  - b. Air Force lease.
3. License.
4. Permit.
  - a. DOD and other Federal.
  - b. Withdrawn public lands.
5. Easement.
  - a. Purchase.
  - b. REPI Program.
6. Condemnation.

Do not allow any acquisition with a reverter clause. The Air Force must be free to dispose of the property after it is no longer needed. Check the acquisition documents for a reverter clause, and reject any transfer document to the Air Force with a reverter clause, even from another DOD or Federal agency.

If the property to be acquired exceeds 1,000 acres or the estimated purchase or annual lease price exceeds \$1 million, immediately submit a request package to waive the DOD acquisition moratorium on these acquisitions. This will be discussed later in Chapter 7, paragraph 7.11, Major Land Acquisition Waiver (MLAW). Do not proceed with any acquisition exceeding these thresholds



without specific written approval from the Under Secretary of Defense for Acquisition, Technology, and Logistics (USD/ AT&L).

### 3.3.1 *Term End Dates/Renewals*

When a less than fee interest agreement reaches its term ending date and it is determined to be in the best interest of the Air Force to continue this real estate interest, the Air Force policy is to extend the term by amendment to the existing agreement. This allows the Air Force to continue to operate under existing conditions. This method is typically used to extend a lease acquired for ANG purposes. Any extension of term will count the total compensation (if any) of all initial and subsequent compensation to determine congressional or land acquisition moratorium thresholds. In the same way, any extension of term will count the total term of all initial (original) and subsequent terms to determine delegated authority level for execution of the agreement. For example, if a five-year lease, originally executed at installation level per their delegated authority, is extended by an additional five years, the term of the lease now becomes ten years, which may require a higher level of delegated authority for execution.

## 3.4 FEE SIMPLE

Fee simple estate is in the Air Force's best interest when the requirement cannot be reasonably met by other resources or by acquiring a lesser property interest. Fee simple estate provides absolute ownership. Through fee simple acquisition, the Air Force has full, absolute dominion over the property to sell or dispose of at will.

When property is currently leased by the Air Force, acquire fee simple when the:

- Cost of renting and restoring the property exceeds 50% of the fee simple FMV, even though the requirement is of limited duration, or
- Cost of acquiring a lesser interest approaches 75% of the current fee simple FMV.

In other words, if the cost to rent the property is almost as much as the cost to buy it, consider buying the property in fee simple to maximize Air Force funds.

## 3.5 FEE SIMPLE NEGOTIATED PURCHASE

When funding is available to purchase a fee simple estate, a negotiated purchase is the most expedient way to acquire a fee simple interest with a willing landowner.

### 3.5.1 *Scenario*

The Air Force may need to acquire property adjacent to the installation to meet antiterrorism (AT) (as defined by the Unified Facilities Criteria (UFC) 4-010-01, *DOD Minimum Antiterrorism Standards for Buildings* and Department of



Homeland Security's Interagency Security Committee Standard *Facility Security Level Determinations for Federal Facilities*) or clear zone requirements or for construction when current available property is insufficient to accommodate the project. This scenario is generally probable at gate entrances where additional land is required to bring the gate to current traffic and AT requirements, no local organization is available to partner with a REPI Program project (see 3.22), and temporary interests in the land will not meet minimum requirements.

### 3.5.2 *Transaction Package Requirements*

For a list of requirements, see Appendix 4, Fee Purchase Checklist.

## 3.6 FEE SIMPLE PURCHASE OPTION

Once SAF/IEE determines that property is suitable and needed for mission support, the Air Force may purchase an option from the landowner requiring them to hold the land for a specified term to allow the Government to purchase the property at a later date without the risk of the property being sold to another party during the interim. The Government may purchase an option from the landowner for no more than 12% of the appraised FMV of the property. Payment for the option compensates the landowner(s) for holding land until the Government purchases it. If negotiated, the Option Purchase price may be credited to the purchase price. The Option Purchase cost is forfeited if the Government does not purchase the land within the option period. Options are authorized through AFCEC/CIT by SAF/IEE.

### 3.6.1 *Scenario*

The Air Force is planning construction of a complex to support a new mission and needs to secure the non-Air Force land before project funding availability. An Option Purchase on the land may be approved that will hold the land until the project funding is available to purchase the property in fee simple title.

### 3.6.2 *Transaction Package Requirements*

For a list of requirements, see Appendix 5, Option Purchase Checklist.

## 3.7 ACQUISITION BY GIFT

A gift is a contribution, donation, bequest, or devise of real property, either tangible or intangible, which may include permanent or temporary interests in land with or without buildings, structures, or improvements, which, when constructed and attached to the land, become an accountable asset and Air Force real property. Under the authority in Title 10 of the United States Code, Section 2601 (10 USC § 2601 or 10 USC 2601), the Air Force may accept any gift of real property made on the condition its use is for the benefit of a school, hospital, or organization under the jurisdiction of the Air Force or to benefit certain members of the armed forces or DoD civilians who incur a wound, injury, illness, or death



in the line of duty, or their dependents, employees, or survivors . 10 USC 2493 governs the acceptance of Fisher House gifts. AFI 51-601, *Gifts to the Department of the Air Force*, and AFI 32-9001, *Acquisition of Real Property*, list the requirements to accept or reject gifts of real property.

### 3.7.1 *Scenario*

A local civic group approaches the Installation Commander requesting to donate a statue of a local Air Force hero on a prominent location on the installation.

### 3.7.2 *Transaction Package Requirements*

For a list of requirements, see Appendix 6, Gift Acceptance Checklist.

## 3.8 LAND EXCHANGE

In accordance with the Land Acquisition Authorities, 10 USC 2663(e)(2), the Air Force is allowed to exchange Air Force land to acquire land of equal value. An acquisition by land exchange occurs when the installation and another entity, typically the City, agree to “swap” parcels in even exchange with similar fair market value and size.

### 3.8.1 *Scenario*

In most cases, the land exchange is used to acquire property for AT purposes near the installation entry points when the installation has non-excess but otherwise underutilized land available for exchange.

### 3.8.2 *Transaction Package Requirements*

For a list of requirements, see Appendix 7, Land Exchange Checklist.

## 3.9 FEDERAL TO FEDERAL TRANSFER

It is more advantageous to the Government to retain federal (to include DOD) property if it can be used to support a current or new mission that requires a permanent acquisition. If the property is available before being declared excess to GSA, the Air Force may request a direct transfer. Federal real property declared excess to GSA is announced by a federal screening notice with a quick response requirement. When the excess property is identified as being possibly suitable for Air Force use, provide a “notice of intent” request to AFCEC/CIT to forward to GSA to hold the property until a formal request can be approved.

Real property may be transferred from one DOD agency to another without compensation. The property is accepted in an “as-is” condition, accepting the existing environmental condition. Real property transferred from a non-DOD agency may charge FMV.



A real property transfer from another military department requires the use of DD Form 1354, *Transfer and Acceptance of Military Real Property*. The DD Form 1354 legalizes the transfer of custody and control of real property and its related personal property from one Air Force activity to another or from another military department to the Air Force. Send requests to AFCEC/CIT for SAF/IEE approval.

A real property transfer from a Federal Agency to the Air Force is usually formalized in a Letter of Transfer (with accompanying deed or other documents listing the property to be transferred) or GSA Form 1334, *Request for Transfer of Excess Real and Related Personal Property*.

### 3.9.1 *Scenario*

The Air Force has a mission requirement for a property declared excess to Army needs. During GSA's federal screening process, the Air Force expresses interest in the property. The installation submits a package to AFCEC/CIT to acquire SAF/IEE approval and follows up with a DD Form 1354 from the Army. SAF/IEE's acceptance signature on the DD Form 1354 officially transfers custody and control from Army to Air Force.

### 3.9.2 *Transaction Package Requirements*

For a list of requirements, see Appendix 8, Federal to Federal Transfer Checklist.

## 3.10 REVERSION

Reversion is the returning of an estate to the grantor or their heirs, by operation of law, after the grant has been terminated usually because of non-compliance with a term, or clause, in the conveyance. Acquisition by reversion happens when an Air Force real property interest has been disposed with a reversionary clause and the grantee has failed to meet the requirements of that clause. The sponsoring Federal Agency (such as National Park Service or the Federal Aviation Administration (FAA), to mention a couple) typically writes Public Benefit Conveyance (PBC) deeds to include any special clauses required by the Air Force, including a reversionary clause. The sponsoring Federal Agency has the responsibility for compliance monitoring of the reversionary clause on PBCs.

### 3.10.1 *Scenario*

PBCs typically include reversionary clauses requiring a specified use for a term, usually 25 years up to "in perpetuity" as a condition of the deed. If the sponsoring Federal Agency determines the grantee is not complying with the terms of the PBC, the sponsoring Federal Agency will notify the grantee by letter to correct the non-compliance. If the grantee cannot meet the requirements of the reverter clause, the sponsoring Federal Agency will process the reversion to Air



Force ownership and forward the title to the Air Force for re-disposal, usually through GSA.

A recent (July 2009) example of a possible reversion was the closure of state parks within California to help meet budget deficits. The National Park Service notified the state of California that six of the State parks slated for closure, originally property of the National Park Service, revert to Federal ownership if closed. The state of California did not close the parks and avoided the parks reverting to Federal ownership, thanks largely to the proactive compliance monitoring of the National Park Service.

### 3.10.2 *Transaction Package Requirements*

The sponsoring Federal Agency monitors and acts on the behalf of the Air Force for all PBC reversions, so a checklist is not required for this transaction. A reversion will trigger a subsequent report of excess and disposal of the property unless there is a valid Air Force need for the property.

## 3.11 RECAPTURE

Many DOD properties disposed at the end of World War II contained recapture clauses. A recapture clause is a pre-negotiated, temporary condemnation of former federal property triggered by a specific condition, usually a declaration of war or national emergency. It does not extend to lease recaptures as found in commercial real estate. Once the condition triggering the recapture has been resolved, the Government returns the property to the owner. The value of a recapture clause to the Air Force tends to depreciate with time. Conversions to different uses, demolition, and residential development over time will decrease the possible value of the asset to the Air Force and make other alternatives more attractive.

### 3.11.1 *Scenario*

Recapture is very unlikely to be used; however, it is an available option.

### 3.11.2 *Transaction Package Requirements*

For a list of requirements, see Appendix 9, Recapture Checklist.

## 3.12 MINERAL RIGHTS ACQUISITION

Air Force policy is to own the mineral rights to all fee-owned property if practical. All subsurface mineral rights remain under the jurisdiction of the Bureau of Land Management (BLM); however, BLM should consult with the Air Force prior to granting public access to those subsurface minerals. Owning mineral rights will give the Air Force control of mineral exploration and extraction activities on Air Force property.



### 3.12.1 *Scenario*

An installation has a large number of fee simple acres but does not own the underlying mineral rights. Because mineral exploration has begun in the general area and impacts the Air Force mission, the Installation Commander has determined it will be in the best interest of the Air Force to acquire the mineral rights. The mineral rights are available and may be purchased for a reasonable price.

### 3.12.2 *Transaction Package Requirements*

For a list of requirements, see Appendix 10, Acquire Mineral Rights Checklist.

## **3.13 LEASE**

A lease ingrant is an acquisition where the Air Force “rents” exclusive possessory interest in the real property for a specific period in return for payment of rent or other consideration to the owner. The lease agreement is between the United States of America and the landowner to allow possible future transfer to another Government agency at the end of Air Force use.

- The Air Force has authority for certain short term leases. Contact AFCEC/CIT to use this authority.
- In the Continental United States (CONUS), Air Force usually inleases through GSA unless GSA delegates authority to the Air Force.
- GSA delegates authority for inleasing based upon the type or location of the inlease.
- In foreign locations, the Air Force may directly acquire an inlease or use the services of USACE IAW the Status of Forces Agreement (SOFA).
- All Air Force recruiting “storefront” inleases are negotiated through HQ AFRS/RSXLR for active duty recruiting and through HQ AFRC/RSXR for reserve recruiting inleases. These must not be initiated or processed through the installation or AFCEC/CIT. The geographically assigned USACE District negotiates and executes these leases.
- Leases of temporary, re-locatable buildings must be negotiated through contracting as equipment and not as real property unless higher headquarters has approved the re-locatable buildings as real property in advance of the lease.

IAW Section 3 of the Office of Management and Budget (OMB) Memorandum M-12-12, *Promoting Efficient Spending to Support Agency Operations* (also known as “Freeze the Footprint”), the Air Force shall not increase their total square footage of general-purpose (office and warehouse) domestic space compared to the FY12 baseline. Any increase in the footprint will require a corresponding offset by reduction of space or net reduction of costs associated with the identified baseline space.



Use AFMAN 32-1084, Facility Requirements, to determine space requirements.

During the term of a lease, either through renewals or a new lease for the same property, acquire fee simple if the:

- Cost of renting and restoring the property exceeds 50% of the fee simple FMV, even though the requirement is of limited duration, or
- Cost of lease approaches 75% of the current fee simple FMV.

There are two types of acquisition by lease: GSA lease and the Air Force lease.

### **3.14 GSA LEASE**

All requests for GSA leased space require thorough justification (to include nonavailability statement from the nearest Government facilities) and must be for the absolute least amount of space and minimum duration needed to accomplish the mission. Each request must address the projected plan and timeline for a permanent site if needed. Leased space is not intended to be permanent or automatically renewed upon expiration. “Freeze the footprint” is an especially important consideration of the GSA leasing process.

Combatant commands, forward operating agencies (FOAs), primary subordinate units (PSUs), direct reporting units (DRUs), and other Federal organizations must process GSA leasing requests through the closest installation RPO to provide a full spectrum of real property support and asset accountability.

#### **3.14.1 Scenario**

When an administrative space shortage must be met with a lease ingrant, space is requested through AFCEC/CIT from GSA, unless specifically exempted or re-delegated by GSA. GSA acquires the lease and sublets to the Air Force through an Occupancy Agreement. An Occupancy Agreement is an allowable type of ingrant only through GSA. Do not confuse the Occupancy Agreement with the OCONUS agreements arranged through the SOFA processes.

#### **3.14.2 Transaction Package Requirements**

For a list of requirements, see Appendix 11, GSA Leased Space Checklist.

### **3.15 AIR FORCE LEASE**

The Air Force has some leasing authority, but it is to be used selectively for short term need.



### 3.15.1 *Scenario*

An installation has a short-term requirement for hangar, maintenance, and warehousing space that can be met locally through an inlease until approved military construction on the Installation is completed in the next fiscal year.

### 3.15.2 *Transaction Package Requirements*

For a list of requirements, see Appendix 12, Air Force Lease Acquisition Checklist.

## **3.16 LICENSE**

A license ingrant is an agreement that provides the Air Force the privilege to use or pass over non-Federal real property for a specific purpose. A license gives non-exclusive, temporary use to the Air Force.

The grant is to the United States of America, rather than the Department of the Air Force, to allow other federal agencies use of the grant in conjunction with the Air Force's activities if necessary.

### 3.16.1 *Scenario*

The Air Force needs to access private property adjacent to a practice range to investigate for unexploded ordnance (UXO). The Air Force requests the license from the landowner before the UXO survey begins. (A right of entry is a license agreement.)

### 3.16.2 *Transaction Package Requirements*

For a list of requirements, see Appendix 13, License Acquisition Checklist.

## **3.17 PERMIT**

An ingrant permit is an agreement that gives the Air Force exclusive or non-exclusive use of another DOD or Federal agency real property. Another permit-like type of acquisition is accomplished by withdrawing public lands.

## **3.18 PERMIT ACQUISITION**

Permits acquired from another DOD agency should be at no cost other than the services provided through the support agreement (typically improvements, maintenance, utilities, custodial, and other services). The Air Force may also seek permits from other Federal agencies such as BLM, Department of Energy, Department of Transportation, or the Park Service for buildings, buildings and land, or bare land. Note that permits acquired from non-DOD agencies may be at FMV rent in addition to support services unless waived by the grantor.



### 3.18.1 *Scenario*

The Air Force seeks a 25-year permit of 20 acres of land from the Army to build a new reserve center next to an Army airfield.

### 3.18.2 *Transaction Package Requirements*

For a list of requirements, see Appendix 14, Permit Acquisition Checklist.

## **3.19 PUBLIC LAND ACQUISITION (WITHDRAWN PUBLIC LANDS)**

Public land is land that has been set aside by the federal government or designated for a specific public purpose, such as a national park, wildlife refuge, or reserved for national defense use. Public lands are segregated from lease, sale, settlement, or other dispositions under the public land laws. In order to acquire the use of public lands, they must be withdrawn from the public lands designation. BLM manages the public lands and the withdrawal process. If public lands will be used in perpetuity, consider fee acquisition from BLM (federal to federal transfer).

### 3.19.1 *Scenario*

The Air Force needs to place a seismic monitoring station to listen for evidence of foreign underground bomb testing. A large amount of buffer land is needed to assure no outside activities, such as recreational or mineral exploration, interfere with the seismic signals. The only parcel of land available is a BLM-controlled parcel of public land.

### 3.19.2 *Transaction Package Requirements*

Work closely with AFCEC/CIT and BLM for a complete request package. A recommended list of requirements based on BLM's reporting requirements is at Appendix 15, Public Land Acquisition (Withdrawn Public Lands) Checklist.

## **3.20 EASEMENT**

An easement is the legal right of the Air Force to use the land of another landowner for a specified purpose, in perpetuity or term, while the landowner continues to use the balance of the surface rights. Be cognizant of consent issues when acquiring an easement (reference paragraphs 3.21 and 5.8).

### 3.20.1 *Scenario*

The Air Force needs a utility easement in perpetuity, and purchases an easement from the landowner. The landowner may continue to use the balance of surface rights, such as surface use above a buried waterline.

### 3.20.2 *Transaction Package Requirements*

For a list of requirements, see Appendix 16, Easement Acquisition Checklist.



### **3.21 CONSENT**

If someone has an existing easement with the landowner in the same location as the proposed Air Force easement, the Air Force will need to request a consent from that easement owner before the landowner allows the Air Force to place their easement in the same location. No right or interest in real property is granted by a consent.

### **3.22 READINESS AND ENVIRONMENTAL PROTECTION INTEGRATION (REPI) PROGRAM**

Congress gave the military services authority to enter into agreements with sponsoring partners (referred to as eligible entities, usually State, County, or local governments or non-profit conservation organizations) to address incompatible development or habitat protection codified as 10 USC 2684a (as amended), *Agreements to limit encroachment and other constraints on military training, testing, and operations*. This authority was designed for use by the Services with their own operations and maintenance (O&M) funding or by OSD and can be used to acquire interest in land or acquire water rights on lands located in the vicinity of a military installation for the statutory purpose as stated above.

In 2005, OSD established the REPI Program to help Services with projects using the new authority. OSD receives funding under Defense-Wide O&M funding line and the money supports a number of OSD efforts in addition to REPI Program projects. OSD has published guidelines for the use of these funds that are somewhat more restrictive than the provision of the REPI Program statute.

Projects that directly achieve the REPI Program goals and that indirectly support the mission (e.g., provide additional safety buffers) may be appropriate if the necessary restrictions to access can be agreed to and included in the deed of easement. Do not use the REPI Program for land needed for current or projected military operations.

The Civil Engineer Installations Division (A4CI) currently manages the Air Force REPI Program, and AFCEC/CIT has a supporting role in reviewing and staffing the "Agreement for Deed of Easement" or "Cooperative Agreement" used to obligate funds and the Deeds of Easement used to expense the funds and provide the resulting conservation or restrictive easement.

The REPI Program process is a five-step process:

- 1) Project and funding approval (A4CI)
- 2) Agreement for Deed of Easement or Cooperative Agreement (AFCEC/CIT)
- 3) Review of the conservation or restrictive easement (AFCEC/CIT)



- 4) Signature of documents in (2) and (3) above (AFCEC/CIT to SAF/IE)
- 5) Monitoring and inspecting the easement parcel(s)  
(eligible entity or installation)

### 3.22.1 *Scenario*

An installation identifies a parcel for the REPI Program and locates an eligible entity to purchase the parcel. The installation works through the MAJCOM and A4CI to submit the required information for project and funding approval. Once approved, the installation and MAJCOM work with AFCEC/CIT to complete the Agreement for Deed of Easement or Cooperative Agreement according to the A4CI Communities of Practice web site:

**<https://cs.eis.af.mil/a7cportal/CEPlaybooks/AM/AO/RP/Pages/default.aspx>**

Once signed by the eligible entity, the Agreement for Deed of Easement or Cooperative Agreement, along with supporting documentation, is forwarded through the MAJCOM to AFCEC/CIT for SAF/IE execution.

Once the agreement is signed by SAF/IE, the installation works with the eligible entity to write a deed of easement, either a conservation or restrictive easement, granting the Air Force an interest in the property. The eligible entity signs the deed of easement at the closing of the parcel acquisition process and has the deed of easement recorded at the County Real Property Records Office where the land is located. The installation ensures they receive a copy of the recorded document and provides a copy to AFCEC/CIT and the supporting USACE District office. The installation will then monitor the easement parcel and make annual compliance inspections.

Alternatives might be that the eligible entity acquires only a conservation or restrictive easement and the Air Force becomes a co-owner of the easement with the eligible entity. In some instances, the eligible entity may acquire fee title to the parcel and convey fee title to the Air Force; however, Air Force policy is to acquire the minimum interest possible in the parcel.

### 3.22.2 *Transaction Package Requirements*

For a list of requirements, see Appendix 17, REPI Program Checklist.

## **3.23 CONDEMNATION**

Condemnation is a method of acquisition. The process occurs when the Government has exhausted all attempts to negotiate acquisition of a real property interest whether it be fee, lease, license, or easement. If USACE has been employed to negotiate the acquisition, they will help prepare the condemnation package. If not, contact AFCEC/CIT to begin the process. After SAF/IEE approval to proceed with the condemnation, the Government initiates a judicial proceeding through the Department of Justice (DOJ) to exercise its right



to use or take possession of property that the Air Force needs for mission requirements. DOJ will file a Declaration of Taking with the district court. Funds equal to the FMV established by appraisal must be deposited with the Court when the Declaration of Taking is filed. Condemnation transaction packages are assembled at AFCEC/CIT with support from the installation and the Air Force Legal Operations Agency, Judge Advocate General Environmental Law and Litigation Division, Law and Litigation Directorate (AFLOA/JACE-LC). The Court will issue a Writ (Right) of Possession for the passage of interest to the Government, with or without the consent of the landowner. This typically occurs within a few days or may take longer at the Court's discretion. "Just compensation" is established and payment is due upon the final Court decree.

### 3.23.1 *Scenario*

The following situations usually result in condemnation:

- All avenues have been exhausted for successful negotiation with the landowner.
- Landowner cannot be located.
- "Clouds" on the title prevent identification of owner or encumbrances.
- State law prohibits the sale of land.

### 3.23.2 *Transaction Package Requirements*

For a list of requirements, see Appendix 18, Condemnation Checklist.



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## 4.0 DISPOSAL

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When real property is no longer required for the mission, the Air Force will dispose of the excess real property to reduce overall installation sustainment and custodial costs. Air Force real property is considered as “excess” when it has been screened within the Department of the Air Force and with other military departments and defense agencies, and it has been determined there is no further DOD requirement for the real property. After GSA determines there is no federal need for the property, it is declared “surplus” and disposes of it according to a process established by federal laws and regulations. Until the Air Force has legally transferred all rights to the real property to another, the real property must be protected and maintained to ensure minimal devaluation.

Some circumstances (special legislation, clauses in real estate documents, etc.) prevent disposal of the property through standard procedures.

Every real estate transaction is unique. The following process attempts to capture as many variables as possible within this generic framework. Contact the MAJCOM real property representative at AFCEC/CIT for any questions or additional guidance.

### 4.1 INSTALLATION DISPOSAL PROCESS

**Assume RPO responsibility unless specified otherwise**

#### 1. Identify Disposal Requirements

- Review real property records and AFIs
- Coordinate with Community Planner and Programming
- Identify any lesser interest the AF may need to retain, such as access or restrictive easements, after the disposal

#### 2. Brief Disposal Request To Installation Authority For Approval

- Prepare and brief installation authority for approval
- Installation authority review and approve or disapprove
- Provide additional information as requested
- Record installation determination in real property records if needed

#### 3. Obtain MAJCOM Endorsement

- Mission compatibility
- Fiscal viability

#### 4. Request Preliminary Documents

- Request preliminary environmental data
- Request preliminary historical and cultural data
- Request photos, maps, and floor plans from appropriate office



- OCONUS: Prepare request, staff to MAJCOM for Host Nation
5. **Review McKinney-Vento Act**
    - Most facility disposals must be submitted for McKinney Act Screening
    - Prepare the required Title V Property Survey for property considered for disposal
    - Route Title V Property Survey to Environmental (Asset Management flight) for input
    - Route Title V Property Survey to Engineering (Programs flight) for input
  6. **Prepare and Submit Checklist Package for Signature**
    - Prepare package
    - Submit package for signature to proper CE authority
  7. **Submit Checklist to AFCEC/CIT**
    - Submit to AFCEC/CIT
    - AFCEC/CIT files for determination with HUD if applicable
    - HUD assigns number and publishes in the Federal Register as being determined suitable and available, suitable and unavailable, or unsuitable
  8. **Prepare Air Force Form 300, Facility Disposal, On All Facilities**
    - Submit Air Force Form 300, Facility Disposal, to Environmental and Facilities Board
    - Business Rules: For transfer to another agency, prepare DD Form 1354 in lieu of Air Force Form 300, Facility Disposal
    - For termination of temporary interest, prepare a Termination Notification letter in lieu of Air Force Form 300
  9. **Determine If Congressional Reporting Applies**
    - Determine if congressional reporting is required according to 10 USC 2662(1)(E) and initiate report if required
  10. **Submit Disposal Documentation To AFCEC/CIT**
    - Submit supporting documentation to AFCEC/CIT
  11. **AFCEC/CIT: Review Supporting Documentation, Determine Need for Title 10 Notification, and Forward To Higher Authority if required**
    - AFCEC/CIT review and submit Title 10 notification to SAF/IEE
      - SAF/IEE review and submit to SAF/LLP to submit to Congress
      - Congress make determination and return notification



- SAF/LLP or Congress may notify AFCEC/CIT of no further congressional interest
- AFCEC/CIT notify the installation that Title 10 notification has been completed

## 12. Gather Environmental Documentation

- Submit Air Force Form 813 to initiate any required environmental analysis (EBS, etc.) or remediation. Environmental submit environmental documentation or recommendation for real estate interest to retain for restoration to RPO. Verify that the AF Form 813 has been prepared in accordance with 32 CFR § 989.

## 13. Declaration Of Excess

### a) Prepare Package

- Request MAJCOM endorsement for mission compatibility and fiscal viability

### b) Submit Package

- Submit package to AFCEC/CIT through the approval chain, keeping track of location, status, comments, remarks, etc.

### c) AFCEC/CIT Process Declaration Of Excess Disposal Package

- Receive disposal package
- Review and process disposal package through SAF/GCN-SA to SAF/IEE for approval
- Screen the disposal property with all DOD
- Forward SF 118 and documentation to GSA
- Return approved package to installation

### d) GSA Screen and Dispose

- Screen the property with all Federal agencies before declaring the property Surplus to Government needs
- Work with HUD to get a McKinney Act clearance for the entire property
- Proceed with disposing of the real property in accordance with statutory and regulatory processes, which include homeless assistance screening and typically, but not necessarily, also includes making the property available for public benefit conveyances, negotiated sale, and/or public sale
- Close the disposal with the selected recipient, and as applicable, deduct administrative costs from sales proceeds, and deposit the remainder to the designated Air Force account at DFAS



- Notify AFCEC/CIT when the disposal action is complete
- e) **AFCEC/CIT forward documentation to RPO**
- f) **RPO complete Administrative Activities**
- g) **RPO receive completed documentation**
- h) **RPO update real property records**
  - RPO notify interested parties

#### 14. Demolition

- a) **Coordinate with appropriate BCE Flights**
- b) **Complete Air Force Form 300, Facility Disposal**
- c) **Complete Administrative Actions**
  - Update real property records

#### 15. Transfer To Another Agency

- a) **Prepare Declaration of Excess Package**
  - Receive Expression of Interest from interested Federal entity
  - Package includes all documentation necessary to facilitate transfer
- b) **Evaluate Expression of Interest**
- c) **Submit Package Through Chain Of Command**
- d) **Complete Administrative Actions**
  - Receive package from agency
  - Update records
  - Notify interested parties
  - If termination of temporary interest, perform joint inspection
    - Prepare termination notification document
    - Perform joint inspection with interested party and prepare inspection report that all parties sign
    - Prepare Restoration Claim if Grantor seeks restoration. Submit to Legal to review and resolve with Grantor, then return to RPO

#### 16. Termination of Temporary Interest

- a) **Prepare Termination Package**
  - Prepare termination document
  - Prepare Air Force Form 1192, USAF Installations Characteristic Report, if required
  - OCONUS: Obtain DD Form 1354 and Protocol of Agreement



- OCONUS (USAFE): Prepare Form 27 (Inventory Form)
- Business Rules: If interest is a lease with more than nine months remaining, DE process will be accomplished before terminating
- b) Submit Termination Package**
  - Submit termination package to grantor for signature
  - Grantor sign and return to RPO
- c) Complete Administrative Actions**
  - Receive signed termination package
  - Update real property records

## 17. Disposal By Sale – Facilities Without Underlying Land

- a) Prepare Package**
  - If within Installation authority, Prepare Invitation for Bid (IFB) package and advertisement in coordination with the installation contracting office. Send to Legal for review. The installation Judge Advocate General (JAG) office review the package and forward comments to RPO.
  - Forward to the installation contracting office for advertisement and award
  - If not within Installation authority, submit to AFCEC/CIT
- b) Process Package**
  - AFCEC/CIT determine if within authority
  - If within authority, AFCEC/CIT return approved AF Form to the installation RPO
- c) Sell Property**
  - The installation contracting office advertise and award sales contract:
    - Buyer submit offer
    - Installation authority and buyer sign contract
  - RPO file contract
- d) Complete Administrative Actions**
  - Receive sale documentation
  - Notify interested parties
  - Update real property records



## 4.2 DISPOSAL PROCESS DIAGRAM

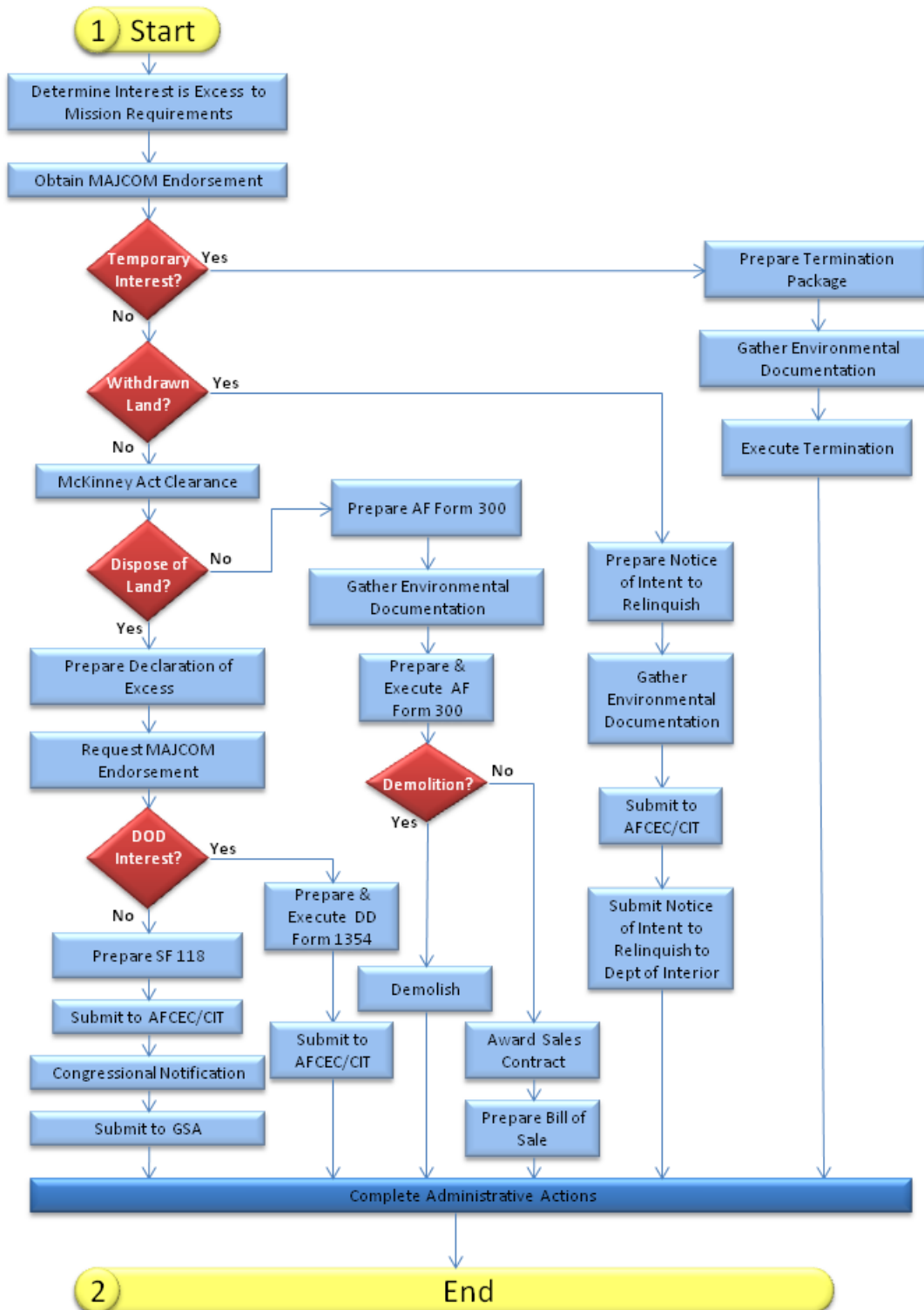


Figure 8. Installation Disposal Process Diagram



### 4.3 TYPES OF DISPOSAL

Real property must be disposed to meet changing Air Force missions, to reduce the footprint and costs (see “Freeze the Footprint” guidance at paragraph 3.13), to reduce reliance on archaic structures, prepare site for construction, and demolish structures deteriorated beyond economic renovation. The types of real property disposal include:

1. Fee disposal – declaration of excess.
2. Federal to federal transfer.
3. Returning withdrawn lands.
4. Mineral rights disposal.
5. Long-term lease disposal.
6. Facility disposal without underlying land (Demolition).

### 4.4 FEE DISPOSAL - DECLARATION OF EXCESS

Fee-owned property disposal actions, such as Declaration of Excess (DE), are prepared if land or land interests are no longer required to support current or programmed missions. Once the Facilities Board (FB) approves the disposal action at the installation (with MAJCOM endorsement), the disposal request is sent to AFCEC/CIT. Disposing of excess, marketable timber will require consultation with the Environmental Resource Division (AFCEC/CRE). Planned forest product sales on lands reported as excess may continue until the land is disposed of or transferred. For further guidance, please see AFI 32-9004, Disposal of Real Property. All DEs must be processed through AFCEC/CIT to SAF/IEE for approval. According to 10 USC 9781, GSA must dispose of excess missile sites of less than 25 acres.

#### 4.4.1 *Scenario*

A remote antenna site is no longer needed and a DE package is assembled to dispose of the facilities and underlying land.

#### 4.4.2 *Transaction Package Requirements*

For a list of requirements, see Appendix 19, Declaration of Excess Checklist.

### 4.5 FEDERAL TO FEDERAL TRANSFER

As with an acquisition, it is more advantageous to the Government to retain federal (to include DOD) property if it can be used to support a current or new federal mission that requires a permanent acquisition. Once the installation has determined that real property is excess to their requirements, other Air Force, DOD, and federal agencies must have a chance to acquire the property.

If initial screening generates another federal interest in the property, the Air Force may directly transfer the property. Federal real property declared excess to GSA is announced by a federal screening notice with a quick response



requirement. When notified by GSA that another federal agency has requested the property, a federal to federal transfer may be initiated. A “notice of intent” to acquire the property may hold the property until a formal request is received. The transfer cannot be finalized until the interested agency headquarters approves the acquisition.

Real property may be transferred to another DOD agency without compensation. The property is transferred in an “as-is” condition; the receiver accepts the existing environmental condition. Real property transferred to a non-DOD federal agency may be charged FMV.

A real property transfer to another military department requires the use of DD Form 1354, *Transfer and Acceptance of Military Real Property*. The DD Form 1354 legalizes the transfer of custody and control of real property and its related personal property from one Air Force activity to another or to another DOD component. Send transfer requests to AFCEC/CIT for SAF/IEE approval.

A real property transfer to a non-DOD federal agency is usually formalized in a Letter of Transfer (with accompanying deed or other documents listing the property to be transferred) or GSA Form 1334, *Request for Transfer of Excess Real and Related Personal Property*.

#### 4.5.1 *Scenario*

A local Army unit has requested the acquisition of property declared excess to the Air Force’s needs. The Air Force must hold the property a reasonable amount of time for HQ Department of the Army (HQDA) approval to proceed with the transfer. SAF/IEE signs the DD Form 1354 and awaits the signature of SAF/IEE’s equivalent in the Army. The Army’s countersignature on the DD Form 1354 officially transfers custody and control from Air Force to Army.

#### 4.5.2 *Transaction Package Requirements*

The requirements list is the same as the Declaration of Excess Checklist at Appendix 19.

## 4.6 RETURNING WITHDRAWN PUBLIC LANDS

The Air Force has obtained two thirds of its land from the public domain. If the Air Force has no further need for withdrawn or reserved public land, AFCEC/CIT obtains SAF/IEE approval and files a "notice of intention to relinquish" with the state office of the US Department of the Interior BLM. Typically, the Air Force must remove all Air Force improvements from the land before returning the land to public use; exceptions are possible. If the US Department of Interior chooses not to accept the property back into the public



domain, the Air Force is free to dispose of the property through normal disposal procedures.

#### 4.6.1 *Scenario*

A bomber squadron has moved to another Air Force installation and the bombing practice range is no longer needed. The contract to survey and remove UXO is complete and the bombing range is ready to return to BLM as public land.

#### 4.6.2 *Transaction Package Requirements*

For a list of requirements, see Appendix 20, Returning Withdrawals Checklist.

### 4.7 MINERAL RIGHTS DISPOSAL

Mineral rights are severable from the land and may be sold and acquired. It is Air Force policy to hold the mineral rights to land owned by the Air Force to minimize disturbances to the Air Force mission.

NOTE: Sales revenue of mineral rights are deposited into the Air Force account at DFAS for return to the installation. BLM mineral rights lease revenue is deposited into the BLM account.

#### 4.7.1 *Scenario*

Mineral rights may be disposed along with the fee title. Disposing of mineral rights without the fee interest is an exception to policy.

#### 4.7.2 *Transaction Package Requirements*

For a list of requirements, see Appendix 21, Mineral Rights Disposal Checklist.

### 4.8 LONG-TERM LEASE DISPOSAL

An inlease with more than nine months of beneficial occupancy remaining on the term is considered a long-term lease. If that lease has an estimated value above \$750,000 or has improvements valued over \$50,000, it must be reported by declaration of excess to AFCEC/CIT. For disposals of inleases below these thresholds, please see the current delegations of authority for the leasehold to prepare the written notice of termination to the landowner and to report that all obligations required by the lease agreement have been met.

#### 4.8.1 *Scenario*

A major Air Force tenant on the installation has a long-term inlease with eight years left on the term. The tenant has been realigned and the mission is transferring to another installation. The lease cost is \$842,762 per year. The lease



may be terminated early with a penalty. This lease is declared excess to AFCEC/CIT.

#### 4.8.2 *Transaction Package Requirements*

For a list of requirements for a long-term lease disposal, see Appendix 22, Lease Disposal Checklist.

### **4.9 FACILITY DISPOSAL WITHOUT UNDERLYING LAND**

It may be necessary to dispose of (demolish) facilities and/or improvements on non-excess land when the facility has deteriorated beyond economical repair, presents a safety or health concern, design is obsolete and cannot be reasonably altered, or interferes with a site approved for new construction. If removal is practical and improvements are valued less than \$50,000, they must be screened for other DOD use and transferred by DD Form 1354 if requested. The installation may dispose of property utilizing the disposal requirements on the Facility Disposal Checklist; however, the installation will submit AF Form 300, *Facility Disposal*, and appropriate documentation through the appropriate MAJCOM office for the following types of facilities: 1) Chapel facilities, 2) Hospital or other medical facilities, 3) Munitions storage and handling facilities over 40,000 square feet. Hazardous waste storage, treatment, or disposal facilities are forwarded to AFCEC Environmental Directorate for approval. Buildings destroyed by fire will be processed to AFCEC/CIT for approval.

#### 4.9.1 *Scenario*

A scenario for this type of action is as varied as the many different types of buildings on the installation as well as the variety of reasons for disposal.

#### 4.9.2 *Transaction Package Requirements*

For a list of requirements, see Appendix 23, Facility Disposal Checklist.



## 5.0 OUTGRANTS

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Temporary use of Air Force real property may be granted if all of the following are true:

- The property is not excess to Air Force needs.
- The Air Force is not currently using the property.
- The proposed use does not interfere with the Air Force mission.
- The proposed use is compatible with the Air Force mission and its security and safety requirements.
- The proposed use is not at the expense of the Air Force.

Terms for outgrants should be mutually beneficial to both the Air Force and the grantee so as not to obligate Air Force real property beyond the needs of the current or future mission. At the end of the term of an outgrant, a new outgrant will be processed. An outgrant cannot be amended to extend the term unless renewal terms are explicitly cited in the outgrant. A new agreement with a new term and updated conditions will be needed. A new outgrant for uninterrupted use by the same grantee may need a new EBS or may qualify for a waiver; check with your Environmental Flight. Lease outgrants require McKinney Act screening except for renewals or a new lease outgrant for uninterrupted use by the same grantee.

The Air Force has no authority to issue outgrants for mineral exploration. BLM is the sole Government agent authorized to lease US owned mineral rights. In accordance with established DOD policy to promote optimal use of real property under the multiple-use principle (DOD Directive 4165.06, paragraph 4.6), DOD lands shall be made available for mineral exploration and extraction to the maximum extent possible consistent with military operations, national defense activities, and Army civil works activities. Installations have authority to issue access licenses (rights of entry) for mineral exploration as authorized by a BLM minerals lease and surface leases for land needed to extract the minerals as authorized by a BLM minerals lease. Process these surface rights outgrants under the normal procedures for the respective outgrant, lease or license. All requests for licenses for mineral exploration received by the Installation Commander will be referred to the BLM State Office for appropriate approvals before issuing an installation surface rights access license for exploration.

While BLM has control of mineral rights outleases, BLM cannot allow access to Government-owned mineral rights on an Air Force installation without first obtaining Air Force written consent.



Sand and gravel may be sold under bill of sale with the appropriate outgrant. Sand and gravel are classified as “saleable materials” in DODI 4165.70, paragraph 6.14.1, and are not considered part of the installation mineral rights.

Do not outgrant installation facilities to any political office or function. This includes political candidates (either incumbents or new office seekers), members of their staff, or their political campaign representatives; political parties or causes (regardless of sponsorship); political press conferences; or any other activity that could be construed as partisan in nature.

Every real estate transaction and installation process can be unique. The following process attempts to capture as many variables as possible within this generic framework. Contact the MAJCOM real property representative at AFCEC/CIT for any questions or additional guidance.

## **5.1 INSTALLATION OUTGRANT PROCESS**

**Assume RPO responsibility unless specified otherwise**

### **1. Receive Official Request**

- Receive and review official request from non-Air Force organization (other DOD/ federal, state, private) to use Air Force real property.
- Create a working project folder

### **2. Review Request for Completeness**

- Review request for completeness including: justification, amount of space, signature, and technical data
- If request is not sufficient, return to customer with explanation.

### **3. Conduct Property Search**

- Review real property records for availability (records, maps, etc.)

### **4. Review Installation Comprehensive Plan**

- Coordinate/Conduct review of Installation Comprehensive Plan for availability (Consult with Community Planner, Programmers, etc.)
- For ANG, coordinate with BCE to review Installation Master Plan

### **5. Review Mission Compatibility**

- Coordinate mission compatibility with XP (Plans & Program division)
- For ANG, coordinate with NGB/A7AR

### **6. Submit Concept Recommendation**

- Vet and submit recommendation for approval (legal, working group/facility board, stakeholders, etc.)



## **7. Receive Notice of Installation Determination**

- Receive notice of installation determination
- Notify customer. If not approved, customer determine alternate course of action.

## **8. Obtain MAJCOM Endorsement**

- **Mission compatibility**

## **9. Refer to the Appropriate Checklist for the Type of Outgrant**

- Satisfy the requirements (i.e., AF Form 813, fair market value determination, McKinney-Vento Act, etc.)

## **10. Assemble Package Data**

- Determine if FMV is required
  - If FMV is required, request from real estate agent or prepare estimated value. Real estate agent provide Appraisal
  - Provide documentation if FMV is exempted
- Submit Air Force Form 813. Environmental provides documentation to RPO. See Appendix 3 for additional information.
- Determine if reimbursement for utilities or other services is required
- If reimbursements are required, request from appropriate services. Appropriate services provide cost estimate to RPO.
- Annotate records if reimbursements are not required

## **11. Prepare Instrument**

- Prepare instrument using Air Force model documents and obtain instrument number from AFCEC/CIT (ANG uses its own numbering convention)
- Submit instrument and supporting documentation for legal review. Legal authority review and provide comments to RPO.
- Products: Grant instrument legally reviewed with associated comments
- Required Data Input: FMV, if required; environmental documentation; cost estimate, if required; other components of the package
  - Business Rules: Grant instruments are prepared using Air Force template documents with coordination from SAF/GCN-SA for modification of conditions

## **12. Review Legal Comments**

- Receive legal comments and resolve any issues



- If there are legal issues, coordinate the resolution and resubmit to Legal for review. Legal review and resubmit any further comments until resolved. If legal issue cannot be resolved, RPO terminate request and notify all interested parties.

### **13. Submit Package for Final Determination**

- Determine appropriate organizations and submit package for all installation authorities' approval; Installation Organizations receive, review, make final determination, and return to RPO.

### **14. Receive Installation Final Determination**

- Receive Installation final determination
- Notify interested parties
- If approved, submit to Customer for Signature. Customer sign and return to RPO. If higher authority is not required, see "Execute Instrument" step.
- Determine if higher authority or other approvals are required
- If disapproved, determine alternate course of action

### **15. Prepare Final Package and submit to AFCEC/CIT if required**

### **16. AFCEC/CIT Obtain Final Approval**

- AFCEC/CIT receive package from RPO
- AFCEC/CIT submit to higher HQ for approval, if required. Higher HQ receive, review, and make final determination; and if approved, execute or delegate execution authority, and return to AFCEC/CIT
- If Higher HQ approval is not required, AFCEC/CIT make determination and, if approved, execute or delegate execution authority and return to RPO.

### **17. AFCEC/CIT Forward Final Approval to RPO**

- AFCEC/CIT forward approval and all associated documentation to RPO. This may include executed instrument or delegation of authority to execute.
- Business Rule: NGB/A7AR will receive executed instrument

### **18. Execute Instrument if required**

- If Higher HQ authority was not required, RPO submit to installation execution authority
- If Higher HQ executed, go to "Complete Administrative Actions" step



- When delegation of authority granted to installation, RPO submit for execution. Installation execute and submit to RPO.
- If disapproved, RPO terminate request

### **19. Complete Administrative Actions**

- Distribute copies of final agreement to: grantee, USACE, Defense Finance & Accounting Service (DFAS), AFCEC/CIT, SAF/IEE, as required, and keep the official record agreement
- Business Rule: NGB/A7AR distribute copies for ANG installations
- RPO update real property records



## 5.2 INSTALLATION OUTGRANT PROCESS DIAGRAM

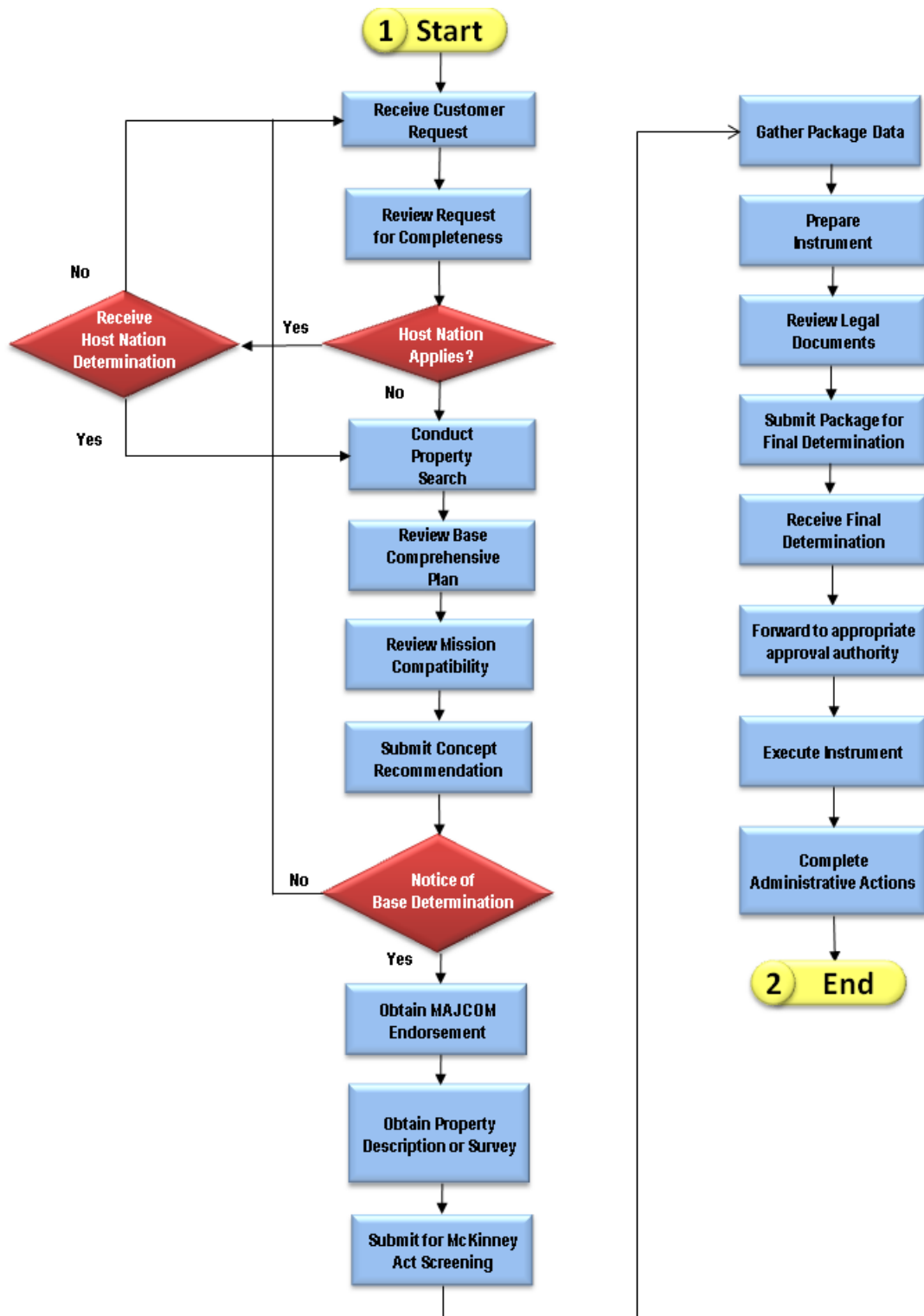


Figure 9. Installation Outgrants Process Diagram



### 5.3 TYPES OF OUTGRANTS

There are only four types of outgrants:

1. Lease
2. License (right of entry is a type of license)
3. Permit
4. Easement

Consents are not a type of outgrant but are also covered as they may directly involve outgrants.

### 5.4 LEASE OUTGRANTS

The Air Force may allow another party to utilize a specified portion of Air Force property through an outgrant lease (or outlease). This lease gives the party exclusive possession of the Air Force real property for a specified term in exchange for cash payment (rent) or payment-in-kind (PIK or in-kind consideration) in an amount no less than FMV. Leases granted under the authority of 10 USC 2667 require competition unless meeting the specific qualifications for waiver. An enhanced use lease (EUL) is usually the result of an Air Force solicitation for outlease to a business partner that provides a benefit to the business partner and generates benefit (usually in-kind consideration) to the Air Force (see the EUL Playbook for further information).

Leases to credit unions granted under the authority of 12 USC 1770 may be provided at no cost if at least 95% of the credit union membership to be served at this location either are current or former federal employees at the time of admission into the credit union and members of their families. A letter from the credit union certifying this “95% requirement” must be received prior to the Air Force signing the lease.

Leasing for agricultural purposes must also be compatible with the installation Integrated Natural Resources Management Plan (INRMP) IAW AFI 32-7064, *Integrated Natural Resources Management*. USACE may be used during the agricultural leasing process because they have a well-developed procedure for administering competition for and management of agricultural leases. Agricultural lease revenues will be collected IAW AFI 32-7064 and used IAW 10 USC 2667(e)(3).

Mobile service provider leases are addressed in a later chapter.

Note that an Air Force lease does not contain an acknowledgment block. Besides the fact that a lease does not have to be acknowledged, there is another sound legal reason for not doing so. Once acknowledged, a lease can be recorded by the lessee. Once recorded, the lease becomes a cloud on the title of the Government



and the lessee may not be willing to release it from the public record, which, in turn, requires a court order to do so. All Air Force leases will include a condition which prohibits recordation of the lease. A Memorandum of Lease may be recorded in lieu of the lease itself. This may be a requirement of the lessee in order to make the leasehold estate a financeable interest in real property.

The insurance provision in all Air Force outleases requires that the US Government be an “additional insured” and that the Air Force receive a copy of the policy before the lease term begins. To prepare the lessee, mention the insurance requirements when negotiations begin to allow the lessee sufficient time to put the insurance into effect.

#### 5.4.1 *Scenario*

An installation has been approached by a charter school to lease some land for facility construction and operation.

#### 5.4.2 *Transaction Package Requirements*

For a list of requirements, see Appendix 24, Lease Outgrant Checklist.

## 5.5 LICENSE OUTGRANTS

Outgrant licenses provide a non-federal party with the limited privilege of occupying or passing through Air Force real property. Licenses are granted for temporary, non-exclusive use of Air Force real property and should not normally be used for a purpose that requires renewal because of the length of term. If a long-term non-exclusive use is required, exceptions to the license term length may be made by providing a full justification presented to AFCEC/CIT. The Air Force can withdraw this privilege at any time (revocable at will). Licensees may be charged FMV.

Some agencies are statutorily provided available space via license and usually without charge – Civil Air Patrol, Air National Guard, American Red Cross, STARBASE (Science and Technology Academies Reinforcing Basic Aviation and Space Exploration) program; etc.

Licenses can be for access only, without any actual right to use specific locations; however, it is generally preferable to give a letter of access when only access to the installation is desired without any use of specific property.

A right-of-entry (ROE) is an even more limited type of license; for example, survey and exploration for a possible real property transaction; however, an ROE will not be granted for construction.



There may or may not be premises in a license. If the license is simply for access to the installation and a letter of access is not sufficient, there will be no premises and those references and exhibits referring to premises can be deleted. Any such deletions should be coordinated with AFCEC/CIT.

#### 5.5.1 *Scenario*

An independent company wants to help the Air Force test some new technology at their own expense, but they will need use of administrative space for approximately six months. An in-kind consideration license is issued for vacant space that is not scheduled for occupancy until the following year.

#### 5.5.2 *Transaction Package Requirements*

For a list of requirements, see Appendix 25, License Outgrant Checklist.

### 5.6 PERMIT OUTGRANT

A permit grants the privilege for exclusive or non-exclusive use of Air Force real property to a federal agency. Permits to other DOD agencies are made at no cost (except utilities and support services are reimbursed based on an interservice support agreement (ISSA)). Permits to non-DOD federal agencies (who do not support the Air Force mission) are made at FMV, plus utilities and support services.

#### 5.6.1 *Scenario*

For DOD: the Army wants to construct permanent barracks at an Air Force training installation. The Air force will issue a no-cost permit to the Army for the acres needed. An ISSA will be negotiated for the Army to reimburse utilities and support services costs.

For Non-DOD: The FAA wants to place a guidance beacon to a local municipal airport, which does not support an Air Force mission, on Air Force property. The Air Force will issue a permit to FAA at FMV for the acres needed. An ISSA will be negotiated for FAA to reimburse utilities and support services costs.

#### 5.6.2 *Transaction Package Requirements*

For a list of requirements, see Appendix 26, Permit Outgrant Checklist.

### 5.7 EASEMENT OUTGRANT

An easement outgrant allows another to use Air Force land for a specified purpose (e.g., buried pipeline, aboveground power lines, etc.) while the Air Force continues to use the balance of the surface rights. Easements not exclusively serving the installation are charged an amount no less than FMV. Typically, easements may be assignable, but no subletting is allowed.



### 5.7.1 *Scenario*

A utility company is requesting to bury a gas pipeline across a tract of land owned by the Air Force. The Air Force may grant the use by an easement. The utility company can only use the land for the stated purpose; they cannot commit Air Force surface rights via easement to build a water storage facility or to construct a storage yard unless it is stated in the easement agreement.

### 5.7.2 *Transaction Package Requirements*

For a list of requirements, see Appendix 27, Easement Outgrant Checklist.

## 5.8 CONSENT

A landowner may grant additional easements where the Air Force has already acquired an easement interest. The Air Force may consent to subsequent easements offered by the landowner subject to any conditions required to protect the Air Force easement interest.

Since no right or interest in real property is granted by consents, consideration or charges for administrative expenses are not applicable.

Consent to construction within an easement: Certain easements owned by the United States contain restrictions on construction within the easement. This right to approve construction was acquired with the easement and should be exercised with caution. The restrictions in the easement can vary significantly from agreement to agreement, even at the same project, so it is important to review each agreement individually and enforce the restrictions in a manner that is consistent with the rights acquired for each easement.

There are two types of consent in the context of outgrants:

- 1) Consent for an easement to go across/over/under an existing Air Force easement.
- 2) Consent to BLM to lease mineral rights on Air Force property.

### 5.8.1 *Easement Consent*

Before granting consent to another to place an easement in an Air Force easement, ensure proper restrictions and liabilities are addressed in the consent agreement.

### 5.8.2 *Consent to Lease Mineral Rights*

In accordance with established DOD policy to promote optimal use of real property under the multiple-use principle (DOD Directive 4165.06, paragraph 4.6), DOD lands shall be made available for mineral exploration and extraction to the maximum extent possible consistent with military operations, national defense activities, and Army civil works activities.



BLM may submit mineral lease requests to the installation for processing. The Air Force will determine whether the installation lands can be made available for exploration and development of mineral resources. BLM can grant a lease for mineral development on Air Force controlled land only with the written concurrence of the Air Force. The availability for a mineral lease is subject to conditions, limitations, or restrictions (including the prohibition of surface entry) necessary to make exploration and extraction compatible with military operations and national defense activities. AFCEC/CIT forwards all justification for non-availability determination or refusal to consent to mineral leasing to SAF/IEE with a courtesy copy to the Director, BLM, Washington, DC.



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## **6.0 LEGISLATIVE JURISDICTION**

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Legislative jurisdiction is the power to regulate, control, and govern property, persons, and business activities within geographical borders. If the federal government does not ask for the State's jurisdiction, they operate under proprietary jurisdiction (as any other landowner/citizen of the State). This is the currently preferred jurisdiction; however, this has changed significantly over time. The AF therefore still holds property of every type of jurisdiction, varying by when and how it was acquired. The only way for the federal government to override the State's jurisdiction is to request the State convey (cede) their jurisdiction to the federal government for lands owned or otherwise possessed by the federal government. A cession may be for all the State's rights (exclusive federal jurisdiction) or shared State's rights (concurrent federal jurisdiction). If the federal government has accepted exclusive or concurrent jurisdiction but wants a lesser jurisdiction (concurrent or proprietary), it must ask the State to take back (retrocede) the previously granted jurisdiction and change to the lesser jurisdiction. Once title or interest under federal jurisdiction is conveyed to private interests, the jurisdiction of the federal government ceases and jurisdiction once again reverts to the State.

The Uniform Code of Military Justice is not affected by the legislative jurisdiction.

Each State has its own process for ceding and retroceding legislative jurisdiction. Some are processed by letters from the Governor or a specific department within the State and others by State special legislation. Early in the process, contact the State Attorney General's Office to verify the correct process.

### **6.1 ACQUISITION OF FEDERAL LEGISLATIVE JURISDICTION**

Acquisition of federal legislative jurisdiction is accomplished by requesting that the State grant (cede) some or all of its power to pass and enforce laws to the federal government, the Air Force. It is not required that the Air Force obtain exclusive federal jurisdiction over land or an interest in land it acquires. The acquisition of exclusive legislative jurisdiction may bring new responsibilities to the installation. Exclusive jurisdiction may provide some advantages but may also entail many disadvantages. Among these disadvantages may be loss of State or local fire, police, and sanitation services; along with the denial of rights, incident to residence or domicile, such as attendance at local schools; the right to vote; and access to State and local courts. The impact on the inhabitants of the installation and the possible disadvantages resulting from the Air Force assuming some extent of jurisdiction must be carefully examined. Furthermore, the benefits expected from the acquisition must be measured as well.



### 6.1.1 *Scenario*

The Air Force has never requested jurisdiction for a non-contiguous installation housing area. Municipal services such as fire and sanitation services have been provided consistently, but police protection has been questioned on many occasions with delayed response times. The Air Force will ask the State to cede concurrent federal jurisdiction so that the Security Police may also enforce laws (and also fire protection if necessary), while the municipality will be able to continue to provide fire, police, and sanitation services.

### 6.1.2 *Transaction Package Requirements*

For a list of requirements, see Appendix 28, Acquisition of Federal Legislative Jurisdiction Checklist.

## **6.2 CHANGE OF FEDERAL LEGISLATIVE JURISDICTION**

Retrocession is the act of the federal government giving back all or some federal legislative jurisdiction to the State. Air Force policy mandates that unnecessary federal legislative jurisdiction be retroceded to the State, particularly over public roads that traverse or border the installation.

### 6.2.1 *Scenario*

When land for the installation was originally acquired, the State ceded exclusive federal legislative jurisdiction for the entire area. The Air Force eventually fenced well inside the boundary line, but a public road was built that encroached government land at different locations. The installation fire and security could not effectively control those parts of the road, so the Air Force will retrocede the federal legislative jurisdiction to proprietary for the affected acreages.

### 6.2.2 *Transaction Package Requirements*

For a list of requirements, see Appendix 29, Change of Federal Legislative Jurisdiction Checklist.



## 7.0 OTHER MAJOR PROCESSES

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Other major processes that do not fit neatly into earlier chapters, or processes which are shared across several primary functions, are listed here. There is no installation process defined here as each of these major processes are unique.

These processes are:

1. Mobile Service Providers Outgrants
2. Annexation.
3. Capital and Operating Leases.
4. Certificate of Necessity.
5. Assignments.
6. Subletting.
7. Construction on Non-fee Land.
8. Competition/Waiver of Competition.
9. FMV Exemptions.
10. Waiver Valuations.
11. Moratorium Land Acquisition Waiver (MLAW).
12. McKinney-Vento Homeless Assistance Act.
13. Congressional Notification.
14. Boundary Inspections.
15. Redelegated Authority.
16. Congressional Inquiry.

### 7.1 MOBILE SERVICE PROVIDER OUTGRANT

In 1995, the President of the United States set the policy that the federal government shall encourage the development of communications infrastructure by making federal property available for the siting of mobile services antennas. Requests for the use of property by duly authorized providers should be granted if not in conflict with the Air Force mission or the current or planned use of the property. Collocation should be encouraged for multiple requesters. Additional guidance is available at Title 41 of the Code of Federal Regulations (41 CFR) 102-79, *Assignment and Utilization of Space*. Also, see Section 7.8 of this Playbook for competitive requirements.

Granting use of Air Force real property for construction of a mobile services tower or placement of an antenna on an existing Air Force structure require a lease. These leases will usually be for one year with four annual renewal options. Sub-leases are generally discouraged; however, mobile service provider leases are an exception.

#### 7.1.1 *Transaction Package Requirements*

For a list of requirements, see Appendix 24, Lease Outgrant Checklist.



## 7.2 ANNEXATION

Annexation is the procedure by which a municipality--a city, town, or village--incorporates Air Force-owned land within its corporate limits. A municipality annexes land under general or special State laws to expand municipal boundaries. Ownership of land does not change and the powers and immunities of the Installation Commander under federal law are not affected. The AF is therefore generally neutral to an annexation proposal unless there are some particular benefits or negative impacts that will result. Impacts and procedures vary depending on State law. Procedures on how to process the installation level legal review are found in AFI 51-301, *Civil Litigation*.

When an installation first becomes aware that a local community or political entity is considering annexing all or part of an installation, the Installation Commander must immediately notify the BCE, who will notify AFCEC/CIT, who then notifies AFLOA/JACE and SAF/IEE within 24 hours.

In a separate process, the BCE, in conjunction with the RPO and Staff Judge Advocate (SJA), prepares an Annexation and Evaluation Report. The Report must include the Installation Commander's recommendation on whether or not to protest the annexation proposal. Some States allow only 30 days for comment to incorporation proposals, so the Report must be assembled and staffed expeditiously at all levels. The SJA must also immediately notify AFLOA/JACE and prepare a Litigation Report for processing through AFLOA/JACE to AFCEC/CIT. AFCEC/CIT is responsible to assemble the completed reports into one package and send to SAF/IEE for action.

These processes are shown in Figure 10.

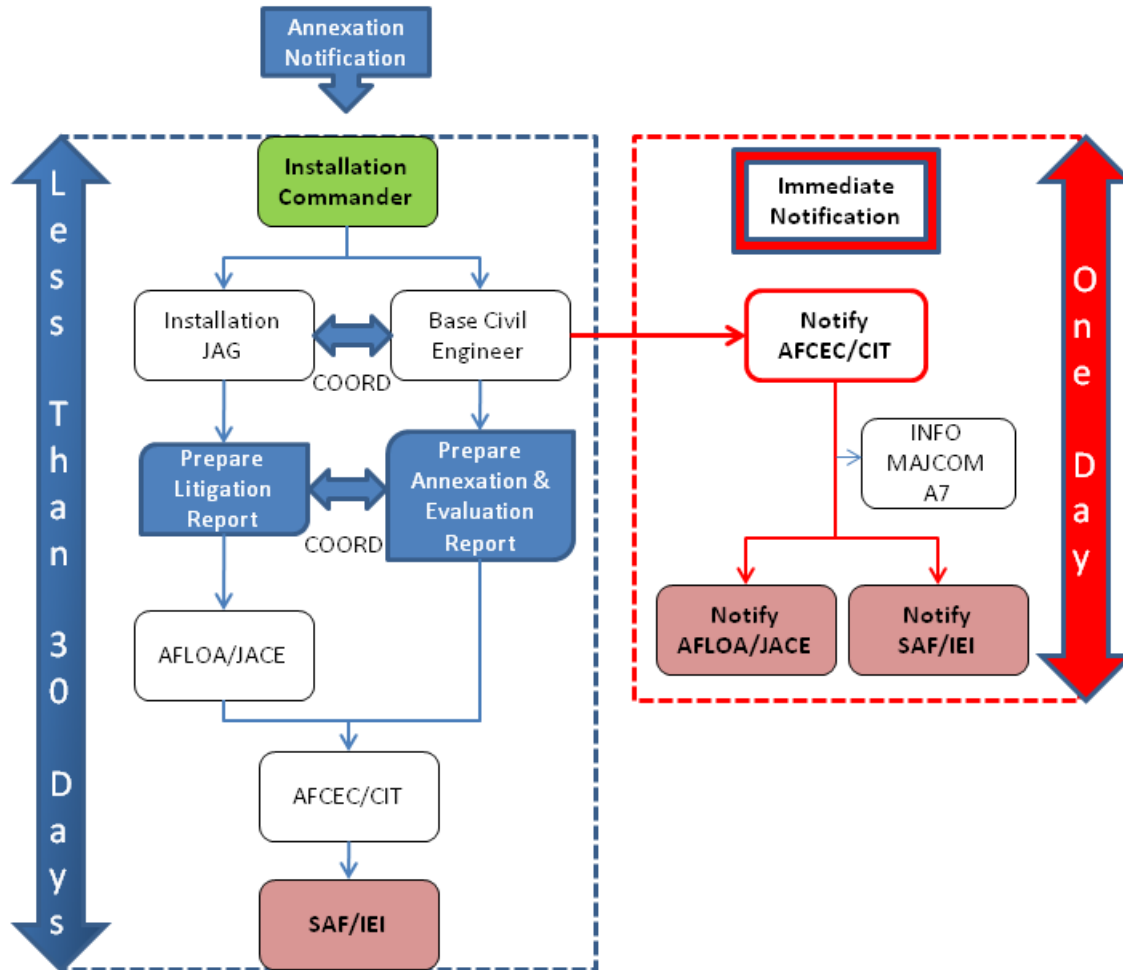


Figure 10. Annexation Flow Chart

To close out the action, AFCEC/CIT must adhere to the following rules:

- If the recommendation in the Annexation and Evaluation Report recommends to not object to the proposed annexation and SAF/IEE concurs, SAF/IEE notifies the installation, and the action is complete.
- If SAF/IEE does not concur with the no-object determination, AFCEC/CIT coordinates with AFLOA/JACE and request the installation prepare further justification or prepare a memo to the municipality objecting to the annexation. The further justification will be coordinated by AFCEC/CIT through the same procedures and coordination as indicated above.
- If the Annexation and Evaluation Report recommends the Air Force object to the annexation and SAF/IEE concurs, SAF/IEE will sign the objection memo and AFCEC/CIT will expeditiously return it to the installation through command channels with a copy provided to AFLOA/JACE.
- If the annexation assembly recommends the Air Force object to the annexation and SAF/IEE non-concurs, AFCEC/CIT will coordinate with



AFLOA/JACE and request further justification from the installation. The further justification will be coordinated by AFCEC/CIT through the same procedures and coordination as indicated above.

### *7.2.1 Annexation and Evaluation Report Requirements*

For a list of requirements, see Appendix 30, Annexation and Evaluation Report.

## **7.3 CAPITAL AND OPERATING LEASES**

One of the many responsibilities of the Office of Management and Budget (OMB) is to foster cost-saving and risk-reduction practices for the United States. In that effort, they have developed budget scorekeeping guidelines for purchases, one category being inleases. There are two categories of inleases: operating leases and capital leases. Operating leases are usually considered routine and do not involve unique or unusual funding concepts or federal government fiscal liability; therefore, they are not usually scored beyond the current funding legislative year. Capital leases, however, involve a substantial fiscal liability risk and will be interpreted as providing obligation authority in an amount to be estimated by the OMB scorekeepers. More information may be obtained from OMB Circular A-11, specifically for leases at Appendix A.

Most of the Air Force ingrant leases are operating leases - a lease for which the Air Force acquires the property for only a small portion of its useful life. In contrast, a capital lease meets one or more of the following criteria, meaning it is classified as a purchase by the federal government and subject to OMB scoring:

- The lease term is greater than 75% of the estimated economic life;
- The lease contains an option to purchase for less than FMV;
- Ownership is transferred to the Air Force at the end of the lease term;
- The improvement(s) is(are) constructed to Air Force specifications;
- There is no private market for the improvement;
- The present value of the lease payments exceed 90% of the FMV.

Contact AFCEC/CIT immediately if an in-leasing action approaches or meets any of these criteria or for any transaction that potentially creates a liability.

## **7.4 CERTIFICATE OF NECESSITY**

A Certificate of Necessity is a written authorization to exceed spending limits on rental payments or alterations, improvements, or repairs of Air Force leased facilities. The spending limit on annual rental payments is 20% of the FMV of the premises as of the lease date. The spending limit on alterations, improvements, or repairs of Air Force leased facilities is based on 30% of the authorized first year's rental amount. For nominal or no cost leases, the spending limit for alterations, improvements, or repairs is set at 20% of FMV or \$2,000, whichever is greater, for each year of the lease.



The spending limit for alterations, improvements, or repairs does not apply to the cost of:

- Initial alterations to make the space ready for its intended use; however, these costs must be approved in advance of the lease agreement.
- Alterations and improvements specifically authorized by an approved MILCON.
- Items such as installed equipment, machinery, or movable partitions that are detachable and not intended to become an integral part of the building.
- Restoration at the end of the lease.
- Repairs needed for continued occupancy because of malicious mischief by government employees or for damages that are not covered by the lease.

Send requests for Certificates of Necessity to AFCEC/CIT for approval by SAF/IEE. FMV for nominal or no-cost leases may be estimated; otherwise, an appraisal is required.

#### 7.4.1 *Transaction Package Requirements*

For a list of requirements, see Appendix 31, Certificate of Necessity Checklist.

## 7.5 ASSIGNMENTS

An assignment is a transfer of property or rights or estates in the property to another and may be addressed as transferees, assignees, or successors. All standard outgrant documents do not allow assigning the instrument to a third party. Issuing a new instrument is practical in most cases.

Transfer of an ingrant to another military service or federal agency is allowed through a DD Form 1354 (to military services) or memorandum assignment (to non-DOD federal agencies). Refer to the disposal instructions for transfer to another federal agency.

## 7.6 SUBLETTING

Acquiring a sublease from a private party, or any other sub-ingrant, is not in the best interest of the Air Force. Where there is no alternative, negotiate a Subordination, Non-Disturbance, and Attornment (SNDA) agreement with the landowner, and process as a special case under the ingranting instructions. Contact AFCEC/CIT for a current SNDA template.

The grantee sublet of an Air Force outgrant is generally not allowed and standard documents contain a clause that prohibits subletting. (Two exceptions



are mobile service provider outgrants and a permit to the Army when the Army will license that property to the state for Army National Guard use). Negotiate a new outgrant rather than subletting an existing outgrant. Request any other exceptions through AFCEC/CIT.

## 7.7 CONSTRUCTION ON NON-FEE LAND

Requests for construction on non-federally owned land, or land subject to reversion, must be sent to AFCEC/CIT for SAF/IEE approval. This includes construction on interests acquired by lease, easement, or license. Ensure that the interest in the real property is sufficient for the purpose of the construction project. As a matter of practice, AFCEC/CIT requires a 25-year interest in the land for permanent construction. A 25-year interest triggers the need for title sufficiency to ensure any clouds on the title will not interfere with the intended use. Include the following standard terms and conditions in the real estate agreement:

- Firm term or the right of renewal for a term equal to or longer than the useful life of the constructed facility.
- Consideration not to exceed FMV.
- Reserve federal government title to all improvements placed on the property. This includes the right to dispose of improvements during the term of the real estate agreement by sale or abandonment.
- Waiver by the property owner of any and all claims for restoration of the property.
- **NOTE:** SAF/IEE must approve any variation from these terms.
- **NOTE:** Use of overseas property must be in accordance with the SOFA or current treaty with the country where the property is located.

### 7.7.1 *Transaction Package Requirements*

For more information on the requirements for this type of transaction, reference Appendix 32, Non-Fee Construction Checklist.

## 7.8 COMPETITION/WAIVER OF COMPETITION

Outgrant leases of Air Force real property, except certain unique situations (i.e., credit unions), are granted under the authority of 10 USC 2667. If a proposed outlease interest under that authority involves only personal property, has a term exceeding one year, or has a FMV exceeding \$100,000, competitive procedures are required to select the lessee. The intent of competition is to maximize the return of value (“at least” FMV) to the Air Force and to promote the public perception that taxpayer assets are being managed in a fair and equitable manner.

The Federal Acquisition Regulation (FAR) describes in detail the competitive processes required to acquire property (supplies, services, etc.); however, it does



not specifically apply to competition that gives up a temporary federal interest (outlease). In other words, the FAR guidance is a useful guide to competition under 10 USC 2667, but may not strictly apply. For example, some of the same processes (sealed bid, competitive proposals, etc.) do apply to outleasing actions. Competition for services conducted under FAR contracts that require real estate interests (i.e., cable utility services) may not require additional competition (or consideration).

As stated in an earlier chapter, USACE may be used for the competition of agricultural leases, because they have a well-developed procedure in place. Competition for bank leases are processed through the installation Resources (Financial Management) Flight as they have the procedural expertise required by the DOD Financial Management Regulation, Volume 5, Chapter 34, *Financial Institutions on DOD Installations*. Because most outleases are at the request of a particular entity, competition may be achieved by a Request for Interest (RFI) to ascertain if any other similar entity would be interested in the requested property. The RFI is a quick process if no other interest is expected. If there is no expressed interest, this process documentation may be used to justify a sole-source award. The template for an RFI is on the AFCEC/CIT SharePoint or may be requested through an AFCEC/CIT AO.

If there are other interested parties, a formal Request for Proposal (RFP) may need to be processed. An RFP is a more detailed explanation of the bidding requirements and selection criteria. Lease competition may be accomplished in this manner by providing the Installation Contracting office an RFI or an RFQ (both considered Statements of Work) and requesting an advertisement be placed in FedBizOpps.com.

10 USC 2667 allows a waiver for certain types of competition:

- A public interest will be served as a result of the lease; and
- The use of competitive procedures for the selection of certain lessees is unobtainable or not compatible with the public benefit served.

SAF/IEE may also allow waivers for:

- Lease of land to former owners or their tenants for grazing or raising crops.
- Leases to state, county, or local government agencies, and public utility companies.

Waivers of competition will be processed through AFCEC/CIT for SAF/IEE approval. This statement must support all waivers: "To the best of our knowledge and belief, no personnel of the Air Force, who are responsible for the proposed outgrant, have any present or anticipated personal or financial interest



in the proposed outgrant and no such personnel have received any gift or gratuity in connection with the proposed outgrant."

### 7.8.1 *Transaction Package Requirements*

For a sample RFI, see Appendix 33, Sample RFI.

For a list of requirements, see Appendix 34, Competition or Waiver of Competition Checklist.

## 7.9 FAIR MARKET VALUE EXCEPTIONS

The Air Force must receive at least FMV (in cash or PIK) on all real property sold or outgranted unless specifically excepted by statute. Although there are exceptions, there is no waiver to receiving FMV for leases.

### 7.9.1 *Other possible exceptions*

Following is a list of possible exceptions from paying FMV:

1. Permit outgrants:
  - a. DOD tenants. DOD tenants must cover operations, maintenance, and utilities costs but not rent.
  - b. If the property is being used under existing permits, non-DOD grantees will be charged FMV as existing agreements expire.
2. Easement outgrants:
  - a. If the grantee is a state or local government, or a registered nonprofit corporation or association. An example is a Rural Electrification Administration Association financed corporation.
  - b. When the outgrant is primarily for the benefit of the government.
  - c. Conservation easements.
3. License outgrants:
  - a. Civil Air Patrol use of facilities.
  - b. American Red Cross.
  - c. YMCA and YWCA.
4. Lease outgrants:
  - a. Credit union leases issued under 12 USC 1770 - 95% criteria.
5. Disposals:
  - a. Economic Development Conveyances.
  - b. Public Benefit Conveyances.
  - c. Transfer to other DOD agencies.
  - d. Negotiated sales.
  - e. Court settlements - amount to be determined by the court.



### 7.9.2 *Transaction Package Requirements*

For a list of requirements, see Appendix 35, FMV Exceptions Checklist.

## 7.10 WAIVER VALUATIONS

A waiver valuation is the process used and the product produced when it is determined that an appraisal is not required. In collaboration with GSA, AFCEC/CIT has developed an Air Force-wide, standard, valuation process for uncomplicated, low value (below \$25K), noncontroversial properties in lieu of seeking a formal appraisal. This program will reduce the installation's time and cost of determining FMV for these limited types of outgranted property.

Only trained and qualified RPOs are allowed to provide a waiver valuation. If the annual rental value is determined to be below \$10K, a summary report may be approved at installation level. If the annual rental value is determined to be between \$10K and \$25K, the summary report must be approved at AFCEC/CIT.

Training and guidance for the waiver valuation process is provided by AFCEC/CIT, including the qualifications of the RPO allowed to take the training. RPOs must be federal government civilian employees in the Realty series career field (GS-1170) with at least three years of experience and have taken the AFIT WMGT 424 Real Property Management course and the Advanced Realty Course. Please request training through your AFCEC/CIT AO.

### 7.10.1 *Scenario*

The X Air Force Base is preparing a license outgrant for use of several rooms in a building near the airfield. It appears the annual rental value of these is less than \$10K. The XAFB qualified RPO processes and prepares the waiver value summary report that determines the building space to be valued at \$8,400 per year. The qualified RPO certifies the summary report and, since the waiver value is determined to be below \$10K, their supervisor may approve the waiver valuation summary report. The licensee is charged at least \$8,400 annual rental, and XAFB does not need to contract for an appraisal of the outgranted property.

### 7.10.2 *Transaction Package Requirements*

For a list of requirements, see Appendix 36, Waiver Valuations.

## 7.11 MAJOR LAND ACQUISITION WAIVER (MLAW)

The Secretary of Defense issued a moratorium on major land acquisitions (1,000 or more acres of land or land with an estimated purchase price or annual lease price that exceeds \$1 million) without the written consent of the Secretary or Deputy Secretary of Defense after review by the Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)). Approval must be given prior to any public announcement, request for proposals, notice of intent to perform



environmental analysis, request for legislation or budget line item, press release, or other official notice. A major land acquisition is defined as the purchase, withdrawal from public domain, lease or permit from individuals or government entities, or any type of use agreement.

#### 7.11.1 *Scenario*

The Air Force desires to acquire a license in grant from the state of Idaho to use 20,000 acres of primitive State-owned forestland for non-exclusive use as a back-up summer training area. While the license fee is only a nominal fee, the moratorium applies because the acquisition exceeds 1,000 acres and is categorized as a major land acquisition.

#### 7.11.2 *Transaction Package Requirements*

For a list of requirements, see Appendix 37, Moratorium Waiver.

### **7.12 MCKINNEY-VENTO HOMELESS ASSISTANCE ACT**

The McKinney-Vento Homeless Assistance Act (McKinney Act) was created to address problems associated with homelessness. Title V of the McKinney Act was enacted to provide information to local governments and interested parties on how to obtain surplus federal property. It also imposes requirements on federal agencies to identify and make available surplus federal property, such as buildings and land, for use by states, local governments, and nonprofit agencies to assist the homeless.

The Air Force is required to submit a report of unutilized, underutilized, or excess real property considered for outgrant or disposal to HUD for a determination of suitability and availability for use by providers of services to the homeless. Only HUD has the authority to make that determination. The determination will be reported in the Federal Register (<https://www.federalregister.gov/>) with a HUD property identification number.

#### 7.12.1 *Responsibilities*

Installations:

- Complete a Title V Property Survey for unutilized, underutilized, or excess property.
- Send the checklist to AFCEC/CIT with cover memo (paragraph a to list current property to be reported).
- Be available to show homeless providers the properties that are determined by HUD to be suitable and available.
- Include the assigned HUD property identification number with:
  - Outlease requests.
  - AF Forms 300.



- Declarations of Excess.
- Send another cover memo to report a change in status of previously listed property (paragraph b) to remove the listing from HUD consideration/Federal Register.

#### AFCEC/CIT:

- Inform installations when the reports are due.
- Monitor, process, and report unutilized, underutilized, or excess property reports to HUD each quarter.
- Assure requests for outlease or disposal have the assigned HUD property identification number before staffing for approval.
- Assure proposed real property disposal or outleases have cleared the McKinney Act process.
- Submit the annual McKinney Act report.

#### SAF/IEE:

- Approve or deny requests from homeless providers.
- Inform Installation Commanders about the McKinney Act.

#### 7.12.2 *McKinney Act Requirements*

The most current Title V Property Survey Federal Property Information Checklist fillable form is found at:

[https://afcec-portal.lackland.af.mil/sites/CI/cit/mckinney/General\\_Information/Fillable%20Title%20V%20Checklist%20-%20McKinney%20Act.pdf](https://afcec-portal.lackland.af.mil/sites/CI/cit/mckinney/General_Information/Fillable%20Title%20V%20Checklist%20-%20McKinney%20Act.pdf)

A sample cover memo is at Appendix 38.

### **7.13 CONGRESSIONAL NOTIFICATION**

Congressional notifications (letters to Congressional members) are required by many statutes within Title 10, Armed Forces, of the USC, in Chapter 159, Real Property, and Chapter 1803, Facilities for Reserve Components. See Figure 11, Congressional Reporting Desk Reference. The primary statutory reference for notification is 10 USC 2662; however, as statutes may change from year to year, be sure to verify the reporting requirements in the current statute.

AFCEC/CIT prepares the letters to be signed by SAF/IEE and sometimes by SAF/FMB, as required by the authority for the action. The installation provides the Acquisition, Outgrant, or Disposal Report to be attached to the letters in Microsoft Word format as an identifying number is inserted into the title by AFCEC/CIT. The authorizing statute states the requirements for those reports. Examples of Acquisition, Outgrant, and Disposal Reports are at Appendices 40, 41, and 42, respectively.



Notifications are presented to Congress at the beginning of the month, so they must reach SAF/LLP (Air Force Legislative Liaison) before the first of the month; otherwise, the notification will be delayed until the next month. No further action can be taken in the real estate process until Congressional notification is complete.

#### 1.1.1 *Transaction Package Requirements*

For a list of requirements, see Appendix 39, Congressional Notification Checklist.



## Air Force Real Estate Congressional Reporting Requirements Desk Reference

Version 1.3.1

Type	Reporting Conditions	Source:	To: <sup>(4)(5)</sup>	Due <sup>(1)</sup>	Wait <sup>(2)(3)</sup>
Acquire	Fee title if estimated price exceeds \$750,000	10 USC 2662(a)(1)(A)	ASC	1st Day	30/14 days
Acquire	Reserve Acquisition by purchase or transfer exceeding \$750,000	10 USC 18233a(a)	CDC	Any Day	21/14 days
Acquire	In-Lease if estimated annual rental exceeds \$750,000	10 USC 2662(a)(1)(B)	ASC	1st Day	30/14 days
Acquire	In-Lease of real property related to family housing in a foreign country if the annual rental exceeds \$1,000,000	10 USC 2828(f)	"Appropriate Committees"	1st Day	21 days
Acquire	Any contract or transaction which includes acquisition of or use by, or lease or license to the U.S., if annual rent or cost for use of the property exceeds \$750,000	10 USC 2662(a)(1)(G)	ASC	1st Day	30/14 days
Acquire	Acquisitions for Encroachment Protection Agreements when the amount contributed by the United States exceeds the FMV of the property or interest received	10 USC 2684a(d)(4)(D)	ASC	1st Day	14/10 days
Lease-Purchase	A lease of an authorized facility provided by a private contractor whereby title vests in the United States at the end of the lease term	10 USC 2812(c)(1)	"Appropriate Committees"	1st Day	21/14 days
Privately Financed Construction	Privately financed construction, on Air Force interests, valued greater than \$750,000, to include gifts, banks & credit unions	DODI 7700.18(E3.1.2)	"the Congress"	January 15th each year	None Listed
Condemn	Acquisition of any interest in land by condemnation	10 USC 2663(f)(1)	CDC	Any Day	21/14 days <sup>(6)</sup>
Exchange	Advance notice of proposed Reserve Component Exchange Authority	10 USC 18240(f)	CDC	Any Day	30/21 days
Disposal	Submitting a Report of Excess to a disposal agency if the estimated value exceeds \$750,000	10 USC 2662(a)(1)(E)	ASC	1st Day	30/14 days
Disposal	Convey a utility system to a municipal, private, regional, district, or cooperative utility company or other entity	10 USC 2688(a)(2)(A)	CDC	Any Day	21/14 days
Disposal	Conveyance of surplus real property for natural resource conservation, reconveyance & release of covenants	10 USC 2694a(e)	"Appropriate Committees"	Any Day	21 days
Transfer	Transfer of real property, valued greater than \$750,000, to a military department, federal agency, or state	10 USC 2662(a)(1)(D)	ASC	1st Day	30/14 days
Outgrant	Lease or License outgrant if estimated annual fair market rental value exceeds \$750,000	10 USC 2662(a)(1)(C)	ASC	1st Day	30/14 days
Outgrant	Lease outgrant with annual consideration (cash or in-kind) exceeding \$750,000, report is required <i>prior</i> to issuing a "contract solicitation" or other lease offering; i.e., RFQ (A follow-on report is required; see next)	10 USC 2662(b)(2)	ASC	1st Day	30/14 days
Outgrant	Lease outgrant with annual consideration (cash or in-kind) exceeding \$750,000, required prior to entering into the lease	10 USC 2662(b)(3)	ASC	1st Day	30/14 days
Outgrant	Waive the direct competition with community support facilities or services listed in (d)(1) for leases as required by (b)(6)	10 USC 2667(d)(3)	CDC	Any Day	None
Outgrant	Outgrants exceeding 20 years for energy production facilities under 10 USC 2922a(a)(2)	10 USC 2662(a)(1)(H)	ASC	1st Day	30/14 days
Exceptions	<ul style="list-style-type: none"> <li>- GSA in-leases greater than \$750,000 (GSA reports these)</li> <li>- Agricultural and Grazing out-leases</li> <li>- Acquisitions approved in a Military Construction Authorization Act</li> <li>- Out-lease or license of BRAC properties</li> <li>- US Army Corps of Engineers Civil Works projects</li> </ul>				

**Notes:**

1. Most reports are only submitted on the first of the month, a select few may be submitted anytime
2. There are two wait periods listed for most actions, the first is a standard submission and the second is an electronic submission IAW 10 U.S.C. § 480
3. If there is no second date shown in the "Wait Period" column the Statute has not made any provisions for an electronic submission
4. **ASC** = Armed Services Committees of the Senate (SASC) and the House of Representatives (HASC)
5. **CDC** = Congressional Defense Committees: SASC, HASC plus the Appropriations Committees of the Senate (SAC) and the House of Representatives (HAC)
6. If delay would be detrimental to national security, health, safety, or the environment, report shall be submitted not later than seven days after commencement of the legal proceedings per 10 USC 2663(g)
7. This matrix is limited to Military Department real estate reports required by 10 USC statutes and does not include any DOD or non-real estate reports to Congress

**Figure 11. Congressional Reporting Desk Reference**



## 7.14 BOUNDARY INSPECTIONS

To prevent encroachment on Air Force-owned or -controlled property, Installation Commanders, through their BCE, must ensure installation boundaries are inspected at least once a year. Boundaries are surveyed, marked, or fenced when specifically authorized. Inexpensive signs, blazed trails along property lines through wooded areas, or other similar methods usually enable the inspector to identify property boundaries. The boundary inspection must cover all land easements, leases, or other real estate interests. Report unauthorized occupancy (encroachment) and resolve as soon as possible. The annual boundary inspection includes the exterior sides of boundary tracts. Note any discrepancies. The BCE may utilize the RPO or other installation personnel to conduct boundary inspections. Security Forces inspection/validation of the boundary may also be used to fulfill the annual requirement.

## 7.15 REDELEGATED AUTHORITY

Installations may request a special, one-time authority for executing a transaction normally above their approval authority. These requests must be made through AFCEC/CIT for SAF/GCN concurrence and to SAF/IEE.

### 7.15.1 *Transaction Package Requirements*

For a list of requirements, see Appendix 43, Redelegation of Authority Checklist.

## 7.16 CONGRESSIONAL INQUIRY

Members of Congress occasionally request information to support new or revised legislation or to reply to constituents. If you receive a telephonic, email, or formal letter request for information regarding real property related matters from a congressman or their staff, notify AFCEC/CIT immediately to ensure the request has been routed through SAF/LLP and SAF/IEE before responding.

### 7.16.1 *Overview*

Constituent-related congressional inquiries are usually in the form of a letter or email from a staffer in a congressional office. The answer prepared must directly address the question from the constituent and any follow-on questions by the congressional staff sending the request. Coordinate with the AFCEC/CIT AO to determine the appropriate means of answering a congressional inquiry.

Inquiries tend to be complex and time sensitive. AFCEC/CIT will:

- Identify the type of response to prepare (letter, BBP, etc.).
- Determine if any other supporting documents are needed.
- Determine if installation or MAJCOM support and coordination is required.
- Determine if there are any additional stakeholders to the response, and coordinate with them as appropriate.
- Prepare the response for SAF/IEE signature.



## 7.17 ADMINISTRATIVE FUNDS

Each year the Air Force provides administrative funds to USACE for project cost estimates, routine management of real estate files and maps, inquiries, reports, maintaining databases, boundary line disputes, legislative jurisdiction, preparing budget or estimates, telephone calls, etc. These management/administrative costs are not associated with a particular transaction or project but with management of the Air Force program in general. Even though there may be no transactions issued or renewed in a particular year, these are real estate management/administrative expenses related to the Air Force.

Some real estate transactions may require specific administrative services such as a determination of fair market value (FMV), title opinion, boundary surveys, etc. that are not an available function in the Air Force. Installations may have funds designated for these administrative actions, or they may request available funds from AFCEC/CIT. These services may be provided by the United States Army Corps of Engineers (USACE), Navy Facilities Engineering Command (NAVFAC), the General Services Administration (GSA), Department of Justice (DOJ), etc.

Funds are requested and transferred using a memorandum of explanation to the chosen service provider of the project (directive), statement of work (SOW, specific details of what is to be accomplished), and an independent government estimate (IGE). The directive should be an overall description of the project with a requested completion date. The statement of work would go into more detail (e.g., maps of general location, any limitations when determining FMV, etc.). The IGE will be prepared after initial contact with the service provider to obtain an estimate of the project cost.

Regardless of funding source, administrative service requests will be submitted to the AFCEC/CIT Workflow mailbox with the provided templates. To avoid confusion when forms are updated, the most current templates for the directive, SOW, and IGE are located on the AFCEC/CIT SharePoint site at:

<https://afcec-portal.lackland.af.mil/sites/CI/cit/templates/Forms/AllItems.aspx>

USACE requests will be forwarded to the USACE Tulsa District, which has been designated as the One-Door-to-the-Corps office. If you would prefer a specific USACE district, Tulsa District will ensure the project is assigned to them. The installation requesting the action must determine the completeness of the request before it is presented for further processing.



**The AFCEC/CIT AO will prepare a military interdepartmental purchase request (MIPR), DD Form 448; reimbursable work authorization (RWA), GSA Form 2957; miscellaneous obligation/reimbursement document (MORD), AF Form 406; etc.; as required.**



## 8.0 AIR NATIONAL GUARD APPROVALS

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AFCEC ID has been delegated certain execution authorities from certain Title 10 chapters. In those cases, AFCEC ID acts as the executing authority on Air National Guard (ANG) real estate transactions. In any case, the National Guard Bureau Real Estate Management Branch (NGB/A7AR) is responsible for processing the Air Force real property program for ANG; and as such, reviews, approves, processes, and forwards packages for the appropriate action.

### 8.1 SCENARIO

When an ANG installation needs a real estate action, the following steps are followed for three possible scenarios:

#### 8.1.1 *NGB/A7AR Issues a Directive to the Appropriate Transactional Agency (for no-cost and term of five years or less agreements)*

- Installation sends request package to NGB/A7AR.
- NGB/A7AR sends directive to appropriate transactional agency.
- NGB/A7AR sends copy of package with directive to AFCEC/CIT.
- Transactional agency forwards completed instrument to NGB/A7AR for review.
- NGB/A7AR approves completed instrument and forwards the action to AFCEC/CIT for compliance with checklist.
- AFCEC/CIT returns approval to NGB/A7AR to request the installation obtain local signatures.
- Installation returns the signed documents to NGB/A7AR for final review.
- NGB/A7AR forwards to AFCEC/CIT for appropriate final signature.
- AFCEC/CIT returns all copies to NGB/A7AR for distribution.

#### 8.1.2 *NGB/A7AR Drafts Real Estate Instrument*

- Installation sends request package to NGB/A7AR.
- NGB/A7AR reviews and approves package.
- NGB/A7AR drafts real estate instrument using Air Force model document templates and inserts NGB instrument number.
- NGB/A7AR sends package to AFCEC/CIT.
- AFCEC/CIT analyzes request for compliance with checklist.
- AFCEC/CIT returns approval to NGB/A7AR to request the installation obtain local signatures.
- Installation returns the signed documents to NGB/A7AR for final review.
- NGB/A7AR forwards to AFCEC/CIT for appropriate final signature.
- AFCEC/CIT returns all copies to NGB/A7AR for distribution.



### 8.1.3 *NGB/A7AR Forwards to AFCEC/CIT for Action*

- Installation sends request package to NGB/ A7AR.
- NGB/ A7AR reviews, evaluates, and ensures compliance with requirements and forwards to AFCEC/CIT.
- AFCEC/CIT analyzes request for compliance with checklist.
- AFCEC/CIT prepares directive to the appropriate transactional agency and sends to NGB/ A7AR for approval.
- NGB/ A7AR approves and returns to AFCEC/CIT.
- AFCEC/CIT sends directive to appropriate transactional agency.
- Transactional agency returns completed action to AFCEC/CIT.
- AFCEC/CIT forwards approval to NGB/ A7AR for review, approval, and request the installation obtain local signatures.
- Installation returns the signed documents to NGB/ A7AR for final review.
- NGB/ A7AR forwards the action to AFCEC/CIT for final signature and/or any congressional reporting requirements.
- AFCEC/CIT returns all copies to NGB/ A7AR for distribution.

## 8.2 ANG APPROVAL PROCESS

When an ANG installation needs a real estate transaction, a package is prepared with all the pertinent information. They will forward their request to NGB/ A7AR. If NGB/ A7AR validates the request, then the determination is made to:

- Issue a directive to the appropriate transactional agency,
- Develop the real estate instrument, or
- Send a request for a directive to AFCEC/CIT.

## 8.3 TRANSACTION PACKAGE REQUIREMENTS

ANG requests only differ from other installation requests because the MAJCOM forwards the request to AFCEC/CIT. For a list of requirements, see the appropriate appendix for that type of transaction.



## 8.4 ANG PROCESS DIAGRAM

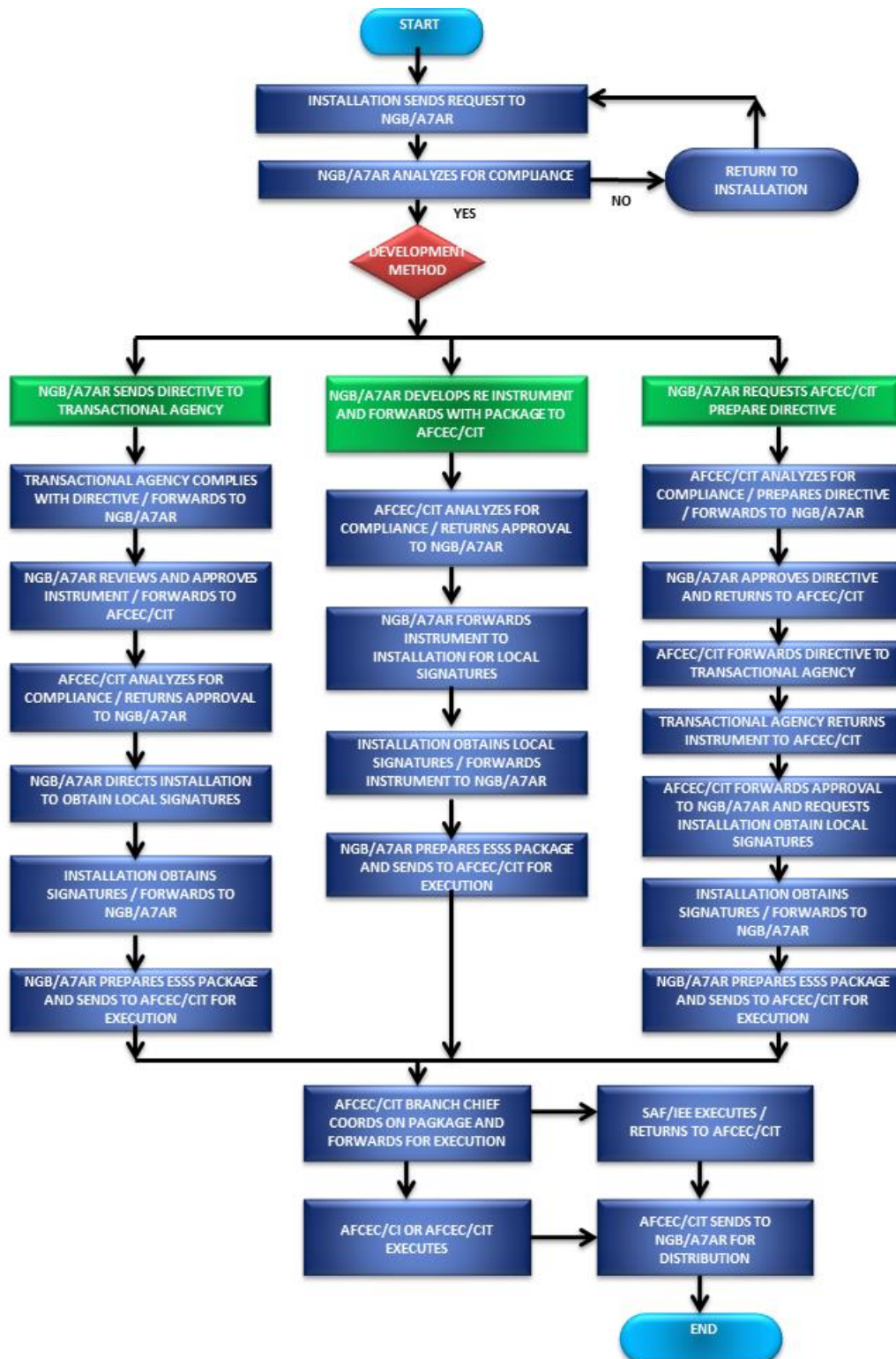


Figure 12. ANG Process Diagram



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## Appendix 1 Glossary of Terms

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**Acquired Land** - Land obtained from any private or public source other than land withdrawn from the public domain.

**Alteration** - The act or process of modifying real property and/or improvements thereto.

**Applicable Laws** - Collectively, all present and future laws, ordinances, rules, requirements, regulations, and orders of the United States, the state where the Leased Premises are located and any other public or quasi-public Federal, state, or local authority, and/or any department or agency thereof, having jurisdiction over the Project and relating to the Project or imposing any duty upon the Lessee with respect to the use, occupation, or alteration of the Project during the Lease Term. (EUL definition)

**Appraisal** - A valuation or an estimation of value of property by disinterested persons of suitable qualifications. The process of ascertaining a value of an asset or liability that involves expert opinion rather than explicit market transactions.

**Base Closure Law** -The provisions of Title II of the Defense Authorization Amendments and Base Closure and Realignment Act (Pub. L. 100-526, 102 Stat. 2623, 10 USC § 2687 note), or the Defense Base Closure and Realignment Act of 1990 (Pub. L. 101-510, Part A of Title XXIX of 104 Stat. 1808, 10 USC § 2687 note), or the Defense Base Closure and Realignment Act of 2005.

**Best Value** -The expected outcome of an acquisition that, in the Government's estimation, provides the greatest overall benefit in response to the requirement.

**BRAC** - Base Realignment and Closure is the process that the Department of Defense uses to reorganize its installation infrastructure to more efficiently and effectively support its forces, increase operational readiness, and facilitate new ways of doing business. The Department of Defense anticipates that BRAC 2005 will build upon processes used in previous BRAC efforts.

**Business Case Analysis (BCA)** - A decision support document that compares and contrasts alternatives and presents convincing business, economic and technical arguments in support of the EUL project.

**CERCLA** - The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), also known as the Superfund, is the legal framework for the identification, restoration, and transfer of contaminated property. In 1986, CERCLA was



revised to require federal agencies to comply with CERCLA in the same manner as everyone else. This amendment also included certain standards that must be met prior to the transfer of federal property. In 1992, CERCLA was amended to clarify that property could be transferred when a remedial action is in place and operating pursuant to an approved remedial design. This allows the transfer prior to complete remediation of contamination.

**CERFA** - The Community Environmental Response Facilitation Act (CERFA), which became law in October 1992, amends the statutory language of CERCLA Section 120(h) which deals with the transfer of federal property. CERFA contains provisions for the expedited identification and transfers of uncontaminated parcels at closing installations while long-term cleanup of contaminated parcels continues.

**Certificate of Compliance** - A certificate issued by the Government indicating that the Project has been approved for occupancy in accordance with the Final Plans. A Certificate of Compliance may be issued with respect to each phase and the “Final Certificate of Compliance” shall refer to the certificate issued with respect to the last phase of the Project. (EUL definition)

**Clean Air Act (CAA)** - The CAA provides the nation’s air pollution control program. The program is carried out by the Environmental Protection Agency and state regulatory programs.

**Clearance Easement** - Right to remove or prevent obstructions rising into the airspace.

**Clear Zone Easement** - Right to prohibit all uses of clear zone land that are incompatible with or could impede aircraft operations. (See AFI 32-7063.) The clear zone is land within 3,000 feet of the runway threshold and extending 1,000 to 1,500 feet on each side of the runway centerline.

**Closure** - All missions of the installation have ceased or have been relocated. All personnel positions (military, civilian and contractor) have either been eliminated or relocated, except for personnel required for caretaking, conducting any ongoing environmental cleanup, and disposal of the installation, or personnel remaining in authorized enclaves.

**Commission** - The Commission established by section 2902 of the Defense Base Closure and Realignment Act, also referred to as the BRAC Commission.

**Communities in the Vicinity of the Installation** - The communities that constitute the political jurisdictions (other than the State in which the installation is located) that comprise the redevelopment authority for the installation.



**Concurrent Legislative Jurisdiction** - Where, in granting to the United States authority which would otherwise amount to exclusive jurisdiction over an area, the State concerned has reserved to itself the right to exercise, concurrently with the United States, all of the same authority.

**Condemnation** - Judicial proceeding that the Government starts through the Department of Justice to exercise its right of "eminent domain." Condemnation results in passage of title and land to the government, with or without the consent of the landowner but with "just compensation."

**Consent Agreement** - An agreement to allow a subsequent easement across an existing easement. Consent is issued by the first easement estate to subsequent easement estates.

**Consideration** - Monetary compensation or an equivalent (i.e., goods or services) given in exchange for something acquired or promised. Consideration means cash or maintenance, alteration, repair, or improvement of/to facilities, construction of new facilities, provision of facilities, operation support or other appropriate services either at the installation where the leased property is located or any other installation under the jurisdiction of the Secretary.

**Consolidated Plan** - The plan prepared in accordance with the requirements of 24 CFR Part 91.

**Consultation** - Explaining and discussing an issue, considering objections, modifications, and alternatives; but, without a requirement to reach agreement.

**Contaminated Real Property** - Property contaminated by live ordnance, chemical or biological warfare agents, radioactive material, or other hazardous substances.

**Date of Approval** - The date on which the authority of Congress to disapprove Defense Base Closure and Realignment Commission recommendations for closures or realignments of installations expires under Title XXIX of Pub. L. 101-510 (104 Stat. 1808), as amended.

**Declaration of Excess (DE)** - Narrative description of real property that is no longer required for foreseeable Air Force missions. The declaration lists the land, type of Governmental real estate interest, facility inventory information, recommended disposal dates, reuse rights, and services, obligations, and outgrants outstanding. (See AFI 32-9004, Disposal of Real Property.)



**Declaration of Taking** - Pleading filed with a Federal court of law in a real property condemnation proceeding whereby the Government, upon filing, deposits estimated "just compensation" in the court and acquires vested interest in the real estate.

**Decision Document (DD)** - The Department of Defense has adopted the term Decision Document for the documentation of removal or interim remedial action (IRA) and remedial action (RA) decisions at non-National Priorities List (NPL) installations, and sites at NPL installations at which removal or IRA decisions have been made. The decision document shall address the following: Purpose, Site Risk, Remedial Alternatives, Public/Community Involvement, Declaration, and Approval and Signature. A Decision Document for sites not covered by an interagency agreement or federal facility agreement is still required to follow CERCLA response. All Decision Documents will be maintained in the installation Administrative Record and the installation's permanent environmental restoration files.

**Disposal** - For purposes of instruction AFI 32-9004, any authorized method of permanently relinquishing Air Force control of, responsibility for, or any real property interest in, a piece of real property.

**District Engineer** - A member of the US Army Corps of Engineers, who, under AFI 32-9006, Army and Air Force Basic Real Estate Agreements (Joint), may act as the Air Force real estate agent for unassigned geographic area (for example, Baltimore District Engineer).

**DOD Acquisition Approval** - The approval required pursuant the DOD policy placing a moratorium on major land acquisition. As set forth in a Memorandum from the Secretary of Defense dated November 17, 2002, a major land acquisition is defined as the purchase, withdrawal from public domain, lease or permit from individuals or government entities, or any other type of use agreement involving more than 1000 acres or land whose estimated purchase price or annual lease price exceeds \$1.0 million. Any acquisition meeting this definition within or without the Washington, D.C. area requires Secretary or Deputy Secretary of Defense approval.

**Easement** - Right to use the land of another for specific purpose. Usually, owners of the land continue in possession and can use it so long as such use does not interfere with the purpose for which easement was granted. An easement may be acquired for a specific term or in perpetuity. An easement is:

- The privilege granted usually cannot be withdrawn during its term.
- An easement may be recorded in a deed.
- It is considered to be a "permanent" interest in the property if the term exceeds 1 year.



**Economic Area** - An area or region of influence assigned to each installation for BRAC 2005. DOD used the Office of Management and Budget's definitions for Metropolitan Statistical Areas (MSAs), Micropolitan Statistical Areas (MISAs), or Metropolitan Division as its economic areas in BRAC 2005.

**Economic Development Administration (EDA)** - The EDA, which is a part of the Department of Commerce, provides economic development grants to help communities implement their economic development plans.

**Economic Development Conveyances (EDC)** - BRAC law authorizes a Military Department to convey real and personal property to an LRA for the purpose of job generation on the installation. Only an LRA is eligible to acquire property under an EDC. The LRA must demonstrate in its application that the proposed uses for the property will generate sufficient jobs to justify an EDC conveyance, and that the proposed land uses are realistically achievable given current and projected market conditions. The Military Department is required to seek to obtain FMV consideration for EDC conveyance of property on installations that were approved for closure or realignment after January 1, 2005. On a case-by-case basis, the Military Department may grant an EDC without consideration, subject to the following statutory requirements.

**Enclave** - A smaller section of a military installation that remains intact after part is closed or realigned and that will continue with its current role and functions subject to specific modifications.

**Enhanced Use Lease (EUL)** - a conveyance of an exclusive, possessory interest in non-excess, AF controlled real property pursuant to the authority of 10 USC 2667. Such a lease is usually a 25 to 50 year term, and is offered in exchange for consideration equal to or greater than the property's FMV. Consideration for a EUL may be either cash or in-kind consideration such as maintenance, protection, alteration, repair, improvement and restoration, construction-of new facilities, provision of facilities, operation, support, or other appropriate services. In-kind consideration may be applied to any facility under the control of the Secretary. While cash proceeds are subject to appropriation by Congress, a minimum of 50% of these proceeds must be allocated to the installation where the leased property is located.

**Environmental Assessment (EA)** - Document, created early in the planning process, for evaluating the potential environmental impact of a proposed action. Assessment covers the same topical areas as an environmental impact statement (EIS), but with less detail. Assessment leads either to an EIS or to a finding of no significant impact (FONZI). (See AFI 32-7061.)

**Environmental Baseline Survey (EBS)** - The EBS documents the nature and magnitude of the environmental contamination of property or interests in property considered for



disposal, as well as acquisition, interagency transfer or outgrant (EBS responsibilities and procedures are included in AFI 32-7066).

**Environmental Impact Analysis Process (EIAP)** - A process established to analyze the environmental impacts associated with AF decision-making. Depending upon the nature and impacts of the decision, the outcome of the EIAP will be a categorical exclusion, an environmental assessment and finding of no significant impact, or an environmental impact statement and record of decision. 32 CFR Part 989 is the controlling Air Force document on the EIAP process. It replaces AFI 32-7061 dated January 24, 1995.

**Environmental Impact Statement (EIS)** - Detailed full-disclosure report required by the National Environmental Policy Act (NEPA) of 1969 (42 USC 4321-4347). The EIS identifies the anticipated environmental impact of a proposed Air Force action and recommends ways to mitigate any adverse effects. It consists of:

- Draft statement that the preparer files with the Environmental Protection Agency (EPA) and makes available to the public for comment.
- Final statement that incorporates feedback on the draft statement (AFI 32-7061) and goes on file with EPA.

**Environmental Site Assessment (ESA) (formerly Environmental Baseline Survey)** - The process by which a person or entity seeks to determine if a particular parcel or interest in real property (including improvements) is subject to recognized environmental conditions or other environmental factors that may be significant to a particular real estate transaction. The purpose of the ESA is to among others:

- Document the nature, magnitude and extent of any environmental contamination in real property subject to a real estate transaction
- Identify potential environmental liabilities associated with a transaction;
- Develop enough information to assess health and safety risks associated with the transaction and potential reuse of the property; and
- Provide notice of environmental conditions when required under Section 120(h)(1) of the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA) as amended or any applicable state or local real property disclosure requirements.

**Estimated Current Value** - The estimated current FMV of buildings or improvements is established by the BCE; the estimate is not established by a formal appraisal. The BCE adjusts this value to allow for the cost of site restoration.



**Excess Real Property** - Air Force real property that has been screened within the Air Force and with other military departments and defense agencies and that has been determined to be excess to Department of Defense requirements.

**Facilities Operation** - The act and all activities, materials, labor, services, resources and personnel, required to cause a building, structure utility system, paved area or land to function effectively.

**Facility** - A real property entity consisting of one or more of the following: Building, Structure, Utility system, Pavement, Land.

**Fair Market Rental Value (FMRV)** - The amount that, in a competitive market, a well-informed and willing lessee would pay and that a well-informed lessor would accept for the use and occupancy of the property for a particular term.

**Fair Market Value (FMV)**- The amount of money or other compensation a willing buyer will pay a willing seller to acquire property, neither being under compulsion to buy or sell and both having reasonable knowledge of all relevant facts pertaining to the property. A property's FMV is determined in advance of sale by an appraisal or a valuation or estimation of the property's value conducted by an independent, disinterested party with suitable qualifications.

**Feasibility Study (FS)** - A study of the applicability or practicability of a proposed action or plan.

**Federal Acquisition Regulations (FAR)** - A set of published, uniform policies and procedures governing the purchase or lease of goods and services (including construction) for use by the executive agencies of the federal government. While the FAR does not apply to real property dispositions such as leasing, the process of selecting a lessee should be modeled after and guided by FAR policies and procedures.

**Fee Ownership** -Title to real property belonging to a person or the Government for which full and unconditional ownership exists. Such ownership does not necessarily include mineral rights.

**Final Plans** - Any or all of the Development Plans that are 100% complete and approved by the Government. (EUL definition)

**Finding of Suitability for Early Transfer (FOSET)** - The process to document the conclusion that property is environmentally suitable for early transfer by deed according to CERCLA 120(h)(3)(C).



**Finding of Suitability to Lease (FOSL)** - The process to document the conclusion that property can be leased, even when cleanup still is underway.

**Finding of Suitability to Transfer (FOST)** - The process to document the conclusion that property is environmentally suitable for transfer by deed.

**Grant** -To convey (property) by a real estate agreement or deed.

**Grantee** - Person receiving a grant.

**Grantor** - Person making the grant. A transferor of property.

**GSA Space** - Space in GSA-owned or -leased buildings that is assigned to an Air Force or other Government activity through an occupancy agreement. This space includes land incidental to the use of the space.

**Hazardous Substance** - The term means: (1) any substance so designated pursuant to Section 311(b)(2)(A) of the Federal Water Pollution Control Act, as amended (33 USC Sec. 1251 et seq.), (2) any element, compound, mixture, solution, or substance so designated pursuant to Section 102 of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended (CERCLA) (42 USC 9601), (3) any hazardous waste having the characteristics identified under or listed pursuant to Section 3001 of the Solid Waste Disposal Act, as amended (42 USC 6901 et seq.), (4) any toxic pollutant listed under Section 307(a) of the Federal Water Pollution Control Act, as amended (33 USC Sec 1251 et seq.), (5) any hazardous air pollutant listed under Section 112 of the Clean Air Act (42 USC 7401), or (6) any imminently hazardous chemical, substance, or mixture with respect to which the Administrator of the US Environmental Protection Agency (EPA) has taken action pursuant to section 7 of the Toxic Substances Control Act (TSCA) (15 USC 2601, et seq.). The term does not include chemicals or mixtures occurring naturally in the environment at naturally occurring concentrations.

**Highest and Best Use** - The most likely use to which a property can be put, which will produce the highest monetary return from the property, promote its maximum value, or serve a public or institutional purpose. The highest and best use determination must be based on the property's economic potential, qualitative values (social and environmental) inherent in the property itself, and other utilization factors controlling or directly affecting land use (e.g., zoning, physical characteristics, private and public uses in the vicinity, neighboring improvements, utility services, access, roads, location, and environmental and historical considerations). Projected highest and best use should not be remote, speculative, or conjectural.



**Historic Real Property** - Real property having significant characteristics relating to American history, architecture, archeology, engineering, or culture that, under 16 USC 470 *et seq.*, make it eligible for listing in the National Register of Historic Places. Typically any building or structure more than 50 years old qualifies as historic.

**Hold Harmless Agreement** - A contractual arrangement whereby one party assumes the liability inherent in a situation, thereby relieving the other party of responsibility. Such agreements are typically found in leases and easements. Agreements or contracts in which one party agrees to hold the other without responsibility for damage or other liability arising out of the transaction involved.

**Improvements** - The buildings, structures, appurtenances, utility distribution systems and other improvements now or to be located on a Project Site, which are to be constructed, demolished and/or renovated and to be maintained.

**Industrial Facility** - Any Air Force-owned, -leased, or -controlled real property facility that a contractor uses to fulfill government research, development, test, evaluation, production, maintenance, or modification contracts, or to store production machinery and equipment in support of such activity.

**Ingrants** - Documents (such as licenses, leases, permits, easements) that give the Air Force an interest in or control of real property in less-than- fee ownership.

**In-Kind Consideration Account** - The account established and maintained by the grantee to receive rent in the form of in-kind consideration of not less than the FMV of the leasehold or easement.

**Installation** - A base, camp, post, station, yard, center, homeport facility for any ship, or other activity under the jurisdiction of the Department of Defense, including any leased facility. It does not include any facility used primarily for civil works, rivers, and harbors projects, flood control, or other projects not under the primary jurisdiction or control of the Department of Defense. An installation may have additional sites (e.g., geographically separated units), with subordinate "installation codes" that report to the primary installation.

**Interest** - Right, claim, title, or legal share in something.

**International Agreement Property** - Real property held under the terms of an agreement between the United States and another country.

**Land Use Controls (LUCs)** - Physical, legal, or administrative mechanisms that restrict the use of, or limit access to, contaminated property in order to reduce risk to human health and the environment. Physical mechanisms encompass a variety of engineered



remedies to contain or reduce contamination and/or physical barriers to limit access to property, such as fences or signs. The legal mechanisms are generally the same as those used for institution controls (ICs) as discussed in the National Contingency Plan. ICs are a subset of LUCs and are primarily legal mechanisms imposed to ensure the continued effectiveness of land use restrictions imposed as part of a remedial decision. Legal mechanisms include restrictive covenants, negative easements, equitable servitudes, and deed notices. Administrative mechanisms include notices, adopted local land use plans and ordinances, construction permitting, or other existing land use management systems that may be used to ensure compliance with use restrictions.

**Lease** - Conveyance of exclusive possessory interest in real property for a specified term in return for payment of rent or other consideration to the owner.

**International Agreement Property** -Real property held under the terms of an agreement between the United States and another country.

**Legislative Jurisdiction** - Power and authority of the Federal government to legislate and to exercise executive and judicial powers within the area.

**Lessee** - One who possesses the right to occupy real property under a lease.

**Lessor** - One who holds title to, and conveys the right to use and occupy, a property under a Lease.

**License** - Privilege to use or pass over a licensor's real property for a specific purpose (such as right-of-entry for survey and exploration, construction, or tree topping).

**Local Redevelopment Authority (LRA)** - Any authority or instrumentality established by State or local government and recognized by the Secretary of Defense, through the Office of Economic Adjustment, as the entity responsible for developing the redevelopment plan with respect to the installation or for directing implementation of the plan.

**Long-Term Management (LTM)** - Term used for environmental monitoring, review of site conditions, and/or maintenance of a remedial action to ensure continued protection as designed once a site achieves Response Complete. Examples of LTM include landfill cap maintenance, leachate disposal, fence monitoring and repair, five-year review execution, and land use control enforcement actions. This term should be used until no further environmental restoration response actions are appropriate or anticipated. LTM is reserved for monitoring once a site achieves Response Complete, and should not be used to refer to monitoring after Remedy in Place, (this includes sites for which the selected remedy is natural attenuation).



**Military Leasing Act (MLA)** -The leasing authority initially conferred upon the Military in 1947 and amended overtime. The Act as amended is set forth at 10 USC 2667.

**National Capital Region (NCR)** -Region encompassing the District of Columbia; Montgomery and Prince George's counties in Maryland; Arlington and Fairfax counties in Virginia; and the cities of Alexandria, Fairfax, and Falls Church in Virginia.

**National Environmental Policy Act (NEPA) Analysis** - An analysis conducted to evaluate an installation's disposal decisions in terms of the environmental impact. The NEPA analysis is useful to the community's planning efforts and the installation's property disposal decisions. It is used to support DOD decisions on transferring property for community reuse.

**Nominal Rent** -Token rental consideration in money or services. Generally, it involves a rental payment of \$1.00 to \$10.00 per year or per term. Nominal rental also means a consideration completely unrelated to the actual or FMV of the leased property.

**Notice of Opportunity to Lease (NOL)** - A solicitation document inviting parties to submit offers to lease underutilized AF real property in exchange for cash or in-kind consideration.

**Offer of Gift (Donation)** -Voluntary offer to transfer or convey to the Government an interest in real property without payment or consideration of any kind by the Government (AFI 51-601).

**Office of Economic Adjustment (OEA)** - An organization within the Department of Defense that is in charge of helping communities plan for base closure and realignments. The agency also provides planning grants to impacted communities.

**Operating Agreement** - The agreement between the Department of the Air Force (the "Government") and the grantee which defines the obligations of the Grantee to operate and maintain the outgranted premises and the Improvements on the outgranted property during the term of the outgrant.

**Other Interested Parties** - Includes any parties eligible for the conveyance of property of the installation under section 550 of title 40, United States Code, or sections 47151 through 4717153 of title 49, United States Code, whether or not the parties assist the homeless.

**Outgrants** - Documents such as leases, licenses, easements, and permits that transfer interest in or control of a real property from the Air Force to another Government agency, a non-Federal entity, or a private party. (See AFI 32-9003, Granting Temporary Use of Real Property.)



**Parent Installation** - An Air Force installation with real property accountability, which maintains real property records within the ACES database. Installations that report their real property assets under another installation are not considered to be a Parent Installation.

**Permit** - An authorization to use property under the jurisdiction of one Government agency by another for a definite period.

**Private Nonprofit Organization** - An organization, no part of the net earnings of which inures to the benefit of any member, founder, contributor, or individual, that has a voluntary board, an accounting system, or designated an entity that will maintain a functioning accounting system for the organization according to generally accepted accounting procedures, and practices nondiscrimination in the provision of assistance.

**Professional Contract Appraiser** - A private citizen, preferably a resident of the area, who has at least the minimum qualifications of appraiser grades GS-11 through GS-15, as set forth in Office of Personnel Management (OPM) Standards, occupational series 1171.

**Professional Staff Appraiser** - An employee of a particular Department of Defense component or a Federal Government agency who meets the same minimum qualifications as the professional contract appraiser.

**Project** - Collectively, a project includes the project site and the improvements thereon.)

**Proprietary Legislative Jurisdiction** - Where the Federal Government has acquired some degree of right or title to an area in a State, but has not obtained any measure of the State's authority over the area. In applying this, recognition should be given to the fact that the United States, by virtue of its functions and authority under various provisions of the Constitution, has many powers and immunities not possessed by ordinary landowners with respect to areas in which it acquires an interest, and of the further fact that all its properties and functions are held or performed in a governmental capacity as distinguished from an action performed by a private owner or citizen.

**Public Benefit Conveyance (PBC)** - PBC is the transfer of surplus real and related personal property for a specified public purpose at up to a 100% discount in accordance with federally authorized discount programs. [Eligible applicants for the public purpose PBCs include state and local governments and certain nonprofit organizations. The applicable public purposes include schools, parks, airports, ports, public health facilities, law enforcement, emergency management response, correctional facilities, historic monuments, self-help housing, and wildlife conservation.]



**Public Body** - Any state, territory, or possession of the United States; also, any political subdivision, agency, or instrumentality of these (including the District of Columbia).

**Public Domain** - Land that the United States originally acquired from foreign governments and still owns. The Department of the Interior administers this land.

**Public Lands** - Any land and interest in land that the United States owns and that the Secretary of the Interior administers through the Bureau of Land Management. The term excludes:

- Lands located on the outer Continental Shelf.
- Lands held for the benefit of Indians, Aleuts, and Eskimos (43 USC 1702[e]). (See "withdrawn land.")

**RCRA** - The Resource Conservation and Recovery Act (RCRA) was passed in 1976 and amended in 1984. RCRA provides cradle-to-grave control of hazardous waste by imposing management requirements on the military as generators and transporters of hazardous wastes and owners and operators of treatment, storage, and disposal facilities. The RCRA covers federal and private sites, and applies mainly to active facilities. The military can perform environmental cleanup under the Corrective Action portion of RCRA.

**Real Estate** - Same as Real Property but also the rights in real property; e.g., a leasehold estate, a fee title estate, etc.

**Real Property** - Lands, buildings, structures, utilities systems, improvements, and appurtenances. Real property includes equipment attached to and made part of buildings and structures (such as heating systems); it does not include movable equipment (such as plant equipment).

**Realignment** - Any action that both reduces and relocates functions and DOD civilian personnel positions, but does not include a reduction in force resulting from workload adjustments, reduced personnel or funding levels, skill imbalances, or other similar cause. A realignment may terminate the DOD requirement for the land and facilities on part of an installation. That part of the installation shall be treated as "closed" for purposes of this part.

**Redevelopment Plan** - A plan, agreed to by the LRA with respect to the installation, which provides for the reuse or redevelopment of the real property and personal property of the installation that is available for such reuse and redevelopment because of the closure or realignment of the installation.



**Related Party** - The term “Related Party” has the same meaning for the Request for Proposal as it does in Financial Accounting Standards Board (FASB) Statement Number 57, “Related Party Disclosures.” The Offeror shall disclose all parties related to the Offeror or any Joint Venture or contractor for all work to be performed under this solicitation.

**Rent** - Rent means, collectively, Base Rent, Additional Rent, and Supplemental Rent which the Lessee is obligated to pay the Government under the Lease Agreement.

**Repair** - To restore damaged, existing real property and/or facilities to their original condition.

**Representative of the Homeless** - A State or local government agency or private nonprofit organization, including a homeless assistance planning board that provides or proposes to provide services to the homeless.

**Restoration** - The process of bringing real property and facilities back to their original condition. The term is frequently used in reference to dilapidated and deteriorated historic properties and the process by which they are brought back to a condition respecting and reflecting their original historic character. The term is also used to refer to the process of cleaning up environmentally contaminated real property and facilities.

**Restrictive Safety Easement** - Right to restrict the erection of habitable buildings, the congregation of people, or other activities within a specified safety clearance distance of munitions storage areas, armed aircraft, and explosives related facilities. (See AFI 91-409, Explosive Safety Standards.)

**Retrocession** - Act of giving back to a state all or some Federal legislative jurisdiction.

**Right of Entry** - Temporary right to enter on real property for a specified purpose without acquiring any estate or interest in it.

**Right-of-Way Easement** - Right to pass over the land of another for a specific purpose. Such use could be for constructing a road or for installing pipelines, pole lines, or telephone cables.

**Rural** - An area outside a Metropolitan Statistical Area.

**Scoring** - Quantification of a future/potential financial liability to the government as a result of a contractual obligation or agreement. Scoring is undertaken by the Office of Management and Budget (OMB) as mandated by the Credit Reform Act and further refined in OMB Circulars A- 11 and A-129. Scoring requires a government agency to obligate funds to cover the scoring determination prior to closing the contract or



agreement. By obligating these funds up front, the government is effectively setting aside, similar to an insurance premium, the amount determined to cover the downstream liability in the event that liability occurs. The issue of scoring will arise, if at all, under an EUL when in-kind consideration is contemplated in the form of AF leased space within a building constructed on the leased land. Under such a scenario, scoring implications must be addressed and satisfactorily resolved during the project definition phase.

**Screening** - Circulating a notice of availability of real property to determine whether another federal agency needs it.

**Site Restoration** - Returning the land to a usable condition. This includes removing unnecessary sidewalks, withdrawing surface foundations, filling excavations, mitigating hazardous substance contamination, and reseeded or resodding the affected ground area.

**Source Selection Authority (SSA)** - In the context of an EUL, the individual or his/her designee responsible for (1) approving the EUL Concept Plan and (2) selecting the source or sources whose proposal represents the best value to the Government. This authority resides with the Deputy Assistant Secretary for Installations (SAF/IEE) but may be re-delegated on a project-by-project basis to the MAJCOM/CC and then to the MAJCOM/CV and the Wing/Installation Commander unless this later delegation is expressly precluded.

**"Special Purpose" Space** - Space in buildings not under GSA assignment, and incidental land, that one agency uses for its special purposes. Examples of such space are computer centers, hospitals, laboratories, mints, and penal institutions.

**Substantially Equivalent** - Property that is functionally suitable for the proposed use. For example, if the representative of the homeless had an approved application for a building which would accommodate 100 homeless persons in an emergency shelter, the replacement facility would also have to accommodate 100 at a comparable cost for renovation.

**Substantially Equivalent Funding** - Sufficient funding to acquire a substitute facility. For example, if the approved homeless assistance submission was for an emergency shelter that would accommodate 100 homeless, substantially equivalent funding would mean the funds necessary to acquire a comparable facility at another location.

**Successful Offeror (SO)** - The entity responding to the Notice of Opportunity to Lease (NOL) with an offer that provides the government the greatest overall benefit in response to the NOL requirements.



**Surplus Real Property** - Real property that has been screened through all federal agencies and has been formally determined to not be required by the federal government.

**Transfer** - As used in AFI 32-9004, a real estate transaction that transfers the custody and control of real property and its related personal property from one Air Force activity to another, or to another military department or federal agency.

**Transformation** - According to the Department's April 2003 Transformation Planning Guidance document, transformation is "a process that shapes the changing nature of military competition and cooperation through new combinations of concepts, capabilities, people and organizations that exploit our nation's advantages and protect against our asymmetric vulnerabilities to sustain our strategic position, which helps underpin peace and stability in the world."

**Underutilized** - Any entire property or part of a property which is used only for irregular periods or intermittently for current program purposes or whose use for current program purposes can be satisfied with only a portion of the property.

**Underutilized Real Property** - all or part of real property with or without improvements that is used irregularly or intermittently by the AF for current program purposes or for current program purposes that can be satisfied on a portion of the property.

**Utilities Privatization** - A means available to the Government to secure third party services to own and maintain installation utility systems.

**Unexploded Ordnance** - Military munitions that have been primed, fuzed, armed, or otherwise prepared for action, and have been fired, dropped, launched, projected, or placed in such a manner as to constitute a hazard to operations, installations, personnel, or material and remain unexploded either by malfunction, design, or any other cause.

**Value (Current, Fair, and Estimated)** - Current FMV or rental value:

- FMV is the amount in cash, or in terms reasonably equivalent to cash, for which the property would be sold by an owner, willing but not obliged to sell, to a purchaser, who desires, but is not obligated to buy.
- Fair market rental value of a property is the amount that, in a competitive market, a well-informed and willing lessee would pay and that a well-informed lessor would accept for the use and occupancy of the property for a particular term.

**Wetlands** - Areas that surface or ground water inundates often enough to support, and under normal circumstances does or would support, a prevalence of vegetative or aquatic life that requires saturated or seasonally saturated soil conditions for growth



and reproduction. Wetlands generally include swamps, marshes, bogs, mud flats, natural ponds, potholes, river overflows, sloughs, and wet meadows. Wetlands may be located in flood plains (AFI 32-7005).

**Withdrawn Land** - Public land that has been set aside or designated for a specific public purpose, such as a national park, wildlife refuge, or national defense use. Withdrawal of public lands generally segregates such land from lease, sale, settlement, or other dispositions under the public land laws.



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## Appendix 2 Acronyms and Abbreviations

<b>A4C</b>	The Civil Engineer
<b>A4CE</b>	Environment and Energy Division
<b>A4CI</b>	Installations Division
<b>A4CO</b>	Operations Division
<b>A4COI</b>	Installation Operations Branch (Real Property Accountability)
<b>AAR</b>	After Action Report
<b>ACC</b>	Air Combat Command
<b>ACES</b>	Automated Civil Engineer System
<b>ACHP</b>	Advisory Council on Historic Preservation
<b>ADC</b>	Association of Defense Communities
<b>ACM</b>	Asbestos Containing Material
<b>AFAA</b>	Air Force Audit Agency
<b>AFCEE</b>	Air Force Center for Engineering and the Environment (now part of AFCEC)
<b>AFCESA</b>	Air Force Civil Engineer Support Agency (now part of AFCEC)
<b>AFDW</b>	Air Force District of Washington
<b>AETC</b>	Air Education and Training Command
<b>AFI</b>	Air Force Instruction
<b>AFMC</b>	Air Force Material Command
<b>AFOSH</b>	Air Force Occupational Safety and Health
<b>AFSO21</b>	Air Force Smart Operation 21
<b>AFPD</b>	Air Force Policy Directive
<b>AFR</b>	Air Force Regulation (Discontinued Designation)
<b>AFRC</b>	Air Force Reserves Command
<b>AFRPA</b>	Air Force Real Property Agency (now AFCEC ID)
<b>AFSOC</b>	Air Force Special Operations Command
<b>AFSPC</b>	Air Force Space Command
<b>AICUZ</b>	Air Installation Compatible Use Zone
<b>ALC</b>	Air Logistics Center
<b>AMC</b>	Air Mobility Command
<b>ANG</b>	Air National Guard
<b>AO</b>	Action Officer
<b>AOC</b>	Area of Concern
<b>AR</b>	Administrative Record
<b>AT</b>	Antiterrorism
<b>BCA</b>	Business Case Analysis
<b>BCE</b>	Base Civil Engineer
<b>BEC</b>	BRAC Environmental Coordinator
<b>BIA</b>	Bureau of Indian Affairs



<b>BLM</b>	Bureau of Land Management
<b>BOQ</b>	Bachelor Officers Quarters
<b>BRAC</b>	Base Realignment and Closure
<b>BTC</b>	BRAC Transition Coordinator
<b>CA</b>	Cooperative Agreement
<b>CATEX</b>	Categorical Exclusion from NEPA environmental impact analysis
<b>CERCLA</b>	Comprehensive Environmental Response, Compensation, and Liability Act, 42 USC § 9601 <i>et seq.</i> , as amended
<b>CFO</b>	Chief Financial Officer
<b>CFR</b>	Code of Federal Regulations
<b>CIO</b>	Chief Information Officer
<b>CO</b>	Commanding Officer
<b>COCO</b>	Contractor Owned Contractor Operated
<b>CONOPS</b>	Concepts of Operations
<b>COO</b>	Chief Operations Officer
<b>CoP</b>	Community of Practice
<b>CRA</b>	Continuing Resolution Authority
<b>DAS</b>	Deputy Assistant Secretary
<b>DD</b>	Department of Defense (used mostly in naming forms)
<b>DE</b>	Declaration of Excess
<b>DEPSECDEF</b>	Deputy Secretary of Defense
<b>DLA</b>	Defense Logistics Agency
<b>DOD</b>	Department of Defense
<b>DODD</b>	DOD Directive
<b>DODI</b>	DOD Instruction
<b>DOE</b>	Department of Energy
<b>DOEd</b>	Department of Education
<b>DOI</b>	Department of the Interior
<b>DOJ</b>	Department of Justice
<b>DOL</b>	Department of Labor
<b>DOT</b>	Department of Transportation
<b>DRMO</b>	Defense Reutilization and Marketing Office
<b>DRMS</b>	Defense Reutilization and Marketing Service
<b>DRU</b>	Direct Reporting Unit
<b>DSN</b>	Defense Switched Network
<b>DWCF</b>	Defense Working Capital Fund
<b>EA</b>	Environmental Assessment
<b>EBS</b>	Environmental Baseline Survey
<b>ECR</b>	Environmental Condition Report
<b>EO</b>	Executive Order
<b>EPA</b>	Environmental Protection Agency



<b>ESG</b>	Executive Steering Group
<b>eSSS</b>	Electronic Staff Summary Sheet
<b>EUL</b>	Enhanced Use Lease
<b>FAA</b>	Federal Aviation Administration
<b>FAR</b>	Federal Acquisition Regulation
<b>FFA</b>	Federal Facility Agreement
<b>FHA</b>	Federal Housing Authority
<b>FHWA</b>	Federal Highway Administration
<b>FMV</b>	Fair Market Value
<b>FOA</b>	Field Operating Agency
<b>FONPA</b>	Finding of No Practicable Alternative
<b>FONSI</b>	Finding of No Significant Impact
<b>FOSET</b>	Finding of Suitability for Early Transfer
<b>FOSL</b>	Finding of Suitability to Lease
<b>FOST</b>	Finding of Suitability to Transfer
<b>FPMR</b>	Federal Property Management Regulations, 41 CFR Part 101-47
<b>FB</b>	Facilities Board
<b>FUDS</b>	Formerly Used Defense Site
<b>FY</b>	Fiscal Year
<b>FYDP</b>	Future Years Defense Plan
<b>GAO</b>	General Accounting Office
<b>GIS</b>	Geographic Information System
<b>GOCO</b>	Government Owned Contractor Operated
<b>GSA</b>	General Services Administration
<b>GSF</b>	Gross Square Feet
<b>GSU</b>	Geographically Separated Unit
<b>HAC</b>	House Appropriations Committee
<b>HAP</b>	Homeowners Assistance Program
<b>HASC</b>	House Armed Services Committee
<b>HHS</b>	Department of Health and Human Services
<b>HQAF</b>	Head Quarters Air Force
<b>HUD</b>	Department of Housing and Urban Development
<b>IC</b>	Installation Commander
<b>IDIQ</b>	Indefinite Delivery/Indefinite Quantity
<b>IFB</b>	Invitation for Bids
<b>IIT</b>	Integrated Information Tool
<b>IPR</b>	In-Progress Review
<b>IRP</b>	Installation Restoration Program
<b>ISSA</b>	Inter-Service Support Agreement
<b>LEPR</b>	Lease Estate Planning Report
<b>LIFC</b>	Lease In Furtherance of Conveyance



<b>LRA</b>	Local Redevelopment Authority
<b>LUC/IC</b>	Land Use Controls/Institutional Control
<b>MAJCOM</b>	Major Command
<b>MAP</b>	Management Action Plan
<b>MIS/IT</b>	Management Information System / Integrated Information Tool
<b>MLA</b>	Military Leasing Act
<b>MMRP</b>	Military Munitions Response Program
<b>MOA</b>	Memorandum of Agreement
<b>MOU</b>	Memorandum of Understanding
<b>NAF</b>	Non-Appropriated Fund
<b>NCR</b>	National Capital Region
<b>NDAA</b>	National Defense Authorization Act
<b>NEPA</b>	National Environmental Policy Act of 1969, 42 USC § 4321 <i>et seq.</i> , as amended
<b>NGB</b>	National Guard Bureau
<b>NOA</b>	Notice of Availability
<b>NOI</b>	Notice of Intent
<b>NOL</b>	Notice of Opportunity to Lease
<b>NPL</b>	National Priorities List
<b>O&amp;M</b>	Operations and Maintenance
<b>OAM</b>	Operational Asset Management
<b>OCONUS</b>	Outside of the Continental United States
<b>OCR</b>	Office of Coordinating Responsibility
<b>OEA</b>	Office of Economic Adjustment
<b>OL</b>	Operating Location
<b>OMB</b>	Office of Management and Budget
<b>ONCR</b>	Outside the National Capital Region
<b>OPR</b>	Office of Primary Responsibility
<b>OSD</b>	Office of the Secretary of Defense
<b>OSHA</b>	Occupational Safety and Health Administration
<b>PACAF</b>	Pacific Air Forces Command
<b>PAD</b>	Program Action Directive
<b>PB</b>	President Budget
<b>PBAS</b>	Program, Budget, and Accounting System
<b>PBC</b>	Public Benefit Conveyance or Performance-Based Contract
<b>PCR</b>	Physical Condition Report
<b>PDT</b>	Project Development Team
<b>PMO</b>	Air Force BRAC Program Management Office
<b>PMR</b>	Program Management Review
<b>POC</b>	Point of Contact
<b>POL</b>	Petroleum, Oils, and Lubricants



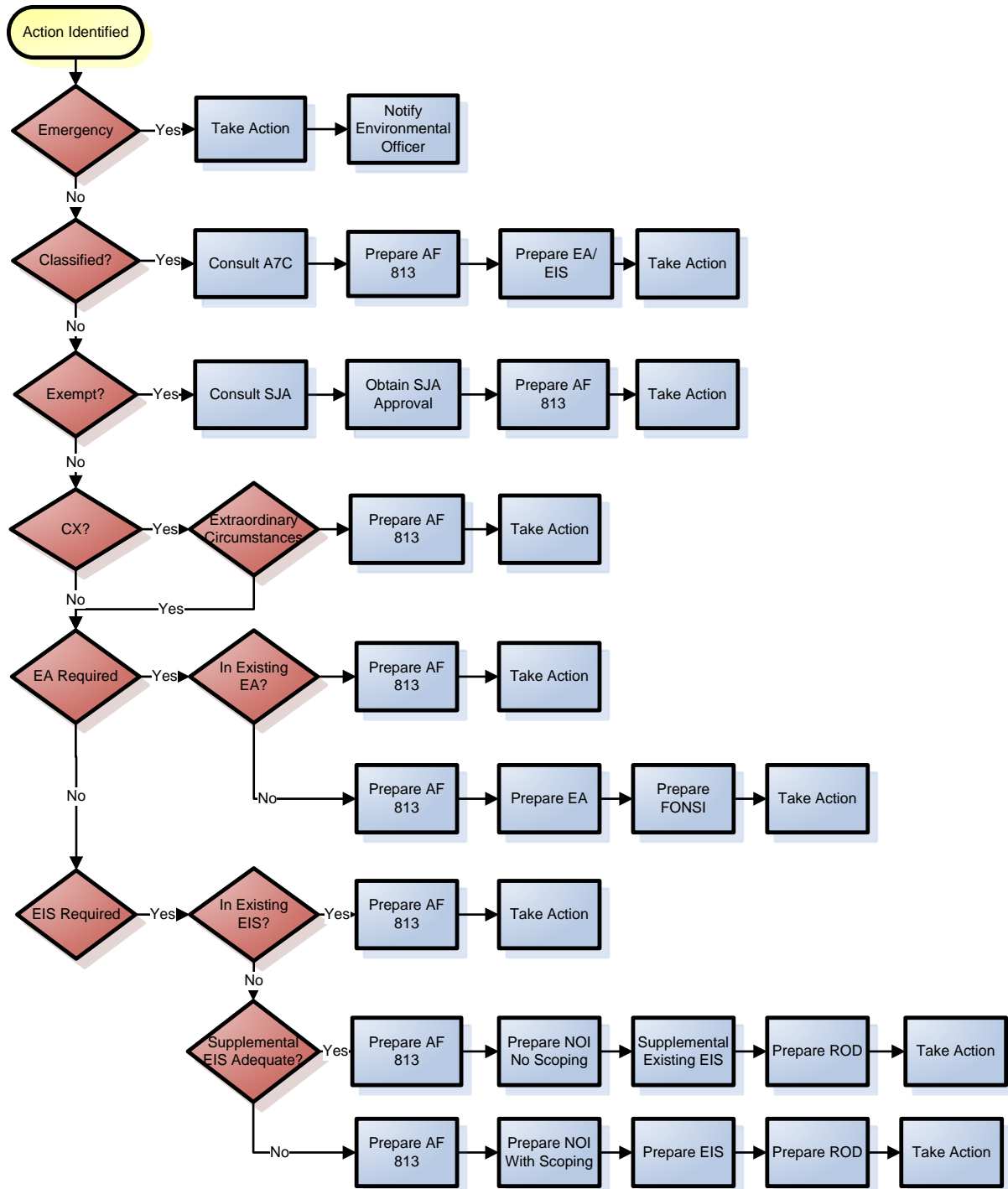
<b>POM</b>	Program Objective Memorandum
<b>PRB</b>	Peer Review Board
<b>PSU</b>	Primary Subordinate Unit
<b>QA/QC</b>	Quality Assurance/Quality Control
<b>RDA</b>	Rural Development Administration
<b>REPR</b>	Real Estate Planning Report
<b>REPI</b>	Readiness and Environmental Protection Integration (Program)
<b>RET</b>	Real Estate Transactions Division (AFCEC/CIT)
<b>RFP</b>	Request for Proposals
<b>RFQ</b>	Request for Qualifications/Quotes
<b>ROD</b>	Disposal Record of Decision under NEPA
<b>ROI</b>	Return on Investment
<b>RPAO</b>	Real Property Accountable Officer
<b>RPO</b>	Real Property Office
<b>SAC</b>	Senate Appropriations Committee
<b>SAC-D</b>	SAC Defense Subcommittee
<b>SAF</b>	Secretary of the Air Force (used in office acronyms)
<b>SAF/AAA</b>	Human Resources
<b>SAF/AAX</b>	Policies, Plans, and Resources
<b>SAF/AG</b>	Auditor General
<b>SAF/FM</b>	Financial Management and Comptroller
<b>SAF/GC</b>	General Counsel
<b>SAF/GCN-SA</b>	Environmental and Installations Law, Installations Legal Division, San Antonio
<b>SAF/IE</b>	Installations, Environment, and Logistics
<b>SAF/IEE</b>	Deputy Assistant Secretary of the Air Force (Environment)
<b>SAF/IEE</b>	Deputy Assistant Secretary of the Air Force (Environment, Safety and Infrastructure)
<b>SAF/IEL</b>	Deputy Assistant Secretary of the Air Force (Logistics)
<b>SAF/LLP</b>	Legislative Liaison, Programs and Legislation
<b>SAME</b>	Society of American Military Engineers
<b>SASC</b>	Senate Armed Services Committee
<b>SAV</b>	Staff Assistance Visit
<b>SEBS</b>	Supplemental Environmental Baseline Survey
<b>SecAF</b>	The Secretary of the Air Force
<b>SHPO</b>	State Historic Preservation Office
<b>SOW</b>	Statement of Work
<b>STARBASE</b>	Science and Technology Academies Reinforcing Basic Aviation and Space Exploration
<b>USACE</b>	US Army Corps of Engineers
<b>USAFA</b>	US Air Force Academy



<b>USAFE</b>	US Air Forces Europe
<b>USC</b>	United States Code
<b>UXO</b>	Unexploded Ordnance
<b>VOQ</b>	Visiting Officers Quarters
<b>VSI</b>	Visual Site Inspection



# Appendix 3 Required NEPA Documentation





# Appendix 4 Fee Purchase Checklist

A request memorandum, incorporating certain checklist items, must accompany each transaction. Items marked N/A must be explained.

1. If acquisition exceeds either 1000 acres or estimated purchase price exceeds \$1 million, submit package for waiver of DOD moratorium on property acquisition. See SECDEF memo, <i>Land Acquisition and Leasing of Office Space</i> . See Moratorium Waiver Checklist at Appendix _____	<input type="checkbox"/>
2. Justification for the request and mission impact if property is not acquired.	<input type="checkbox"/>
3. Facilities Board approval, JA review, and MAJCOM endorsement.	<input type="checkbox"/>
4. Current real estate interest to be acquired (for example, fee simple).	<input type="checkbox"/>
5. A plan for use that clearly supports the acquisition.	<input type="checkbox"/>
6. Effect of severance (for example, the impact on the remaining parcel if the proposed acquisition involves only part of a property).	<input type="checkbox"/>
7. Short- and long-term effect on the local economy.	<input type="checkbox"/>
8. Mineral, water, air space, other interests and encumbrances.	<input type="checkbox"/>
9. Additional real estate requirements and the estimated cost, if the proposed acquisition represents only part of total program needs.	<input type="checkbox"/>
10. A description, with an estimate of the FMV, of any real property holding that becomes excess as a result of the proposed acquisition.	<input type="checkbox"/>
11. Whether facilities on the property to be acquired satisfy AT standards of Unified Facilities Criteria (UFC) 4-010-01, <i>DOD Minimum Antiterrorism Standards for Buildings</i> .	<input type="checkbox"/>
12. AF Form 813, <i>Request for Environmental Impact Analysis</i> , and any associated environmental impact analysis documents.	<input type="checkbox"/>
13. EBS prepared IAW AFI 32-7066, <i>Environmental Baseline Surveys in Real Estate Transactions</i> . An EBS older than 6 months requires a visual site inspection (VSI). An EBS older than 1 year will need a supplemental EBS.	<input type="checkbox"/>
14. Description of the property (legal survey).	<input type="checkbox"/>
15. Current appraisal.	<input type="checkbox"/>
16. A Real Estate Planning Report (REPR) on all fee acquisitions that provide engineering and cost data (with location maps and any other clarifying and supporting information).	<input type="checkbox"/>
17. Title sufficiency determined IAW DOJ Title Standards.	<input type="checkbox"/>
18. Prepare, electronically submit, and include a copy of the DD Form 1391, FY 20XX Military Construction Program, requesting appropriations to purchase the parcel.	<input type="checkbox"/>
19. Statement that Congressional notification has been fulfilled if prepared separately.	<input type="checkbox"/>
20. A copy of the proposed lease instrument or a general description of the terms and conditions of the lease instrument if the acquisition replaces an existing lease.	<input type="checkbox"/>

**Reference AFI 32-9001**

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## Appendix 5 Option To Purchase Checklist

A request memorandum, incorporating certain checklist items, must accompany each transaction. Items marked N/A must be explained.

1. The approved fee acquisition documentation. (See Appendix 4)	<input type="checkbox"/>
2. MAJCOM endorsement of option strategy.	<input type="checkbox"/>
3. Source and availability of funds to be used to purchase the option.	<input type="checkbox"/>
4. Term of the option requested.	<input type="checkbox"/>

**Reference AFI 32-9001**

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# Appendix 6 Gift Checklist

A request memorandum, incorporating certain checklist items, must accompany each transaction. Items marked N/A must be explained.

1. Donations of land include the same documentation as land being purchased. (see Fee Simple Checklist at Appendix 4)	<input type="checkbox"/>
2. Mission impact if gift is/is not accepted.	<input type="checkbox"/>
3. Facilities Board approval, JA review, and MAJCOM endorsement.	<input type="checkbox"/>
4. Complete general description of the real property; or if land, a legal description.	<input type="checkbox"/>
5. Geographic location (including its relation to existing Air Force facilities).	<input type="checkbox"/>
6. Initial costs, if any, and anticipated recurring costs including a summary of all sustainment, repair and maintenance costs to the Air Force upon acceptance of the gift.	<input type="checkbox"/>
7. Proposed Air Force possession date.	<input type="checkbox"/>
8. Statement that utility services are/are not required and availability.	<input type="checkbox"/>
9. Approximate current FMV of the gift.	<input type="checkbox"/>
10. Impact of the gift on the civilian economy, including the community, other agencies, and individuals.	<input type="checkbox"/>
11. Conditions under which the offer of gift is being made.	<input type="checkbox"/>
12. All pertinent facts concerning the donor's current and prospective business relationships with the Air Force.	<input type="checkbox"/>
13. Recommendation of the Installation Commander transmitting the offer (and of any intermediate commander) to accept or reject the gift.	<input type="checkbox"/>
14. Written proffer.	<input type="checkbox"/>
15. If gift offer includes construction of museum, the gift package forwarded to AFCEC/CIT must include coordination and approval by AF Museum at Wright Patterson AFB.	<input type="checkbox"/>
16. Whether facilities on gifted property satisfy AT standards of Unified Facilities Criteria (UFC) 4-010-01, <i>DOD Minimum Antiterrorism Standards for Buildings</i> .	<input type="checkbox"/>
<p><b>Note:</b> <i>If the gift involves construction on AF property, and the construction exceeds:</i></p> <ul style="list-style-type: none"> <li>• \$200,000 but not more than \$750,000, reporting will be required to USD (P&amp;R) for inclusion in DOD's annual report to Congress. See para 7 and E.3.1.1.3 of DODI 7700.18, <i>Commissary Surcharge, Non-appropriated Fund (NAF), and Privately Financed Construction Reporting Procedures</i>, 12 Dec 04.</li> <li>• More than \$750,000, advance DOD approval and congressional reporting will be required (Fisher Houses are exempt as they are authorized under special legislation).</li> </ul>	

*Reference AFI 32-9001; AFI 51-601; and AFI 10-503.*

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# Appendix 7 Land Exchange Checklist

A request memorandum, incorporating certain checklist items, must accompany each transaction. Items marked N/A must be explained.

1. If acquisition exceeds either 1000 acres or estimated purchase price exceeds \$1 million, submit package for waiver of DOD moratorium on property acquisition. See SECDEF memo, <i>Land Acquisition and Leasing of Office Space</i> . See Moratorium Waiver Checklist at Appendix _____	<input type="checkbox"/>
2. Justification for the request and mission impact if property is not acquired.	<input type="checkbox"/>
3. Offer to exchange.	<input type="checkbox"/>
4. Facilities Board approval, JA review, and MAJCOM endorsement.	<input type="checkbox"/>
5. Effect of severance (for example, the impact on the remaining parcel if the proposed acquisition involves only part of a property).	<input type="checkbox"/>
6. Short- and long-term effect on the local economy.	<input type="checkbox"/>
7. Mineral, water, air space, other interests and encumbrances.	<input type="checkbox"/>
8. Additional real estate requirements and the estimated cost, if the proposed acquisition represents only part of total program needs.	<input type="checkbox"/>
9. Whether facilities on the property to be acquired satisfy AT standards of Unified Facilities Criteria (UFC) 4-010-01, <i>DOD Minimum Antiterrorism Standards for Buildings</i> .	<input type="checkbox"/>
10. AF Form 813, <i>Request for Environmental Impact Analysis</i> , and any associated environmental impact analysis documents.	<input type="checkbox"/>
11. EBS prepared IAW AFI 32-7066, <i>Environmental Baseline Surveys in Real Estate Transactions</i> . An EBS older than 6 months requires a visual site inspection (VSI). An EBS older than 1 year will need a supplemental EBS.	<input type="checkbox"/>
12. Description of the properties to be exchanged (legal survey).	<input type="checkbox"/>
13. Current appraisals. "Current" means within one year prior to agreement execution.	<input type="checkbox"/>
14. A Real Estate Planning Report (REPR) on all fee acquisitions that provide engineering and cost data (with location maps and any other clarifying and supporting information).	<input type="checkbox"/>
15. Statement that Congressional notification has been fulfilled if prepared separately.	<input type="checkbox"/>
16. Title sufficiency determined IAW DOJ Title Standards.	<input type="checkbox"/>
17. Quitclaim Deeds.	<input type="checkbox"/>

**Reference AFI 32-9001**

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# Appendix 8 Federal to Federal Transfer Checklist

A request memorandum, incorporating certain checklist items, must accompany each transaction. Items marked N/A must be explained.

1. The same information as required by a fee simple acquisition. (see Fee Purchase Checklist at Appendix 4)	<input type="checkbox"/>
2. GSA Form 1334, DD Form 1354, or Letter of Transfer.	<input type="checkbox"/>

**Reference AFI 32-9001**

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# Appendix 9 Recapture Checklist

A request memorandum, incorporating certain checklist items, must accompany each transaction. Items marked N/A must be explained.

1. If acquisition exceeds either 1000 acres or estimated purchase price exceeds \$1 million, submit package for waiver of DOD moratorium on property acquisition. See SECDEF memo, <i>Land Acquisition and Leasing of Office Space</i> . See Moratorium Waiver Checklist at Appendix _____	<input type="checkbox"/>
2. Justification for the request and mission impact if recapture is not approved.	<input type="checkbox"/>
3. Facilities Board approval, JA review, and MAJCOM endorsement.	<input type="checkbox"/>
4. Declaration of Excess for the former Air Force property.	<input type="checkbox"/>
5. Title/deed containing the recapture clause.	<input type="checkbox"/>
6. Description of exterior boundaries (survey).	<input type="checkbox"/>
7. Map.	<input type="checkbox"/>
8. Land and water acreage.	<input type="checkbox"/>
9. Proposed use, extent and estimated duration of requirement.	<input type="checkbox"/>
10. Justification for recapture.	<input type="checkbox"/>
11. Alternative sites with cost analysis.	<input type="checkbox"/>
12. Identify the repository for records on the property and caretaker installation.	<input type="checkbox"/>
13. AF Form 813, <i>Request for Environmental Impact Analysis</i> , and any associated environmental impact analysis documents.	<input type="checkbox"/>
14. EBS prepared IAW AFI 32-7066, <i>Environmental Baseline Surveys in Real Estate Transactions</i> . An EBS older than 6 months requires a visual site inspection (VSI). An EBS older than 1 year will need a supplemental EBS.	<input type="checkbox"/>
15. Building(s) condition inspection.	<input type="checkbox"/>

**Reference AFI 32-9001**

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# Appendix 10 Mineral Rights Acquisition Checklist

A request memorandum, incorporating certain checklist items, must accompany each transaction. Items marked N/A must be explained.

1. Justification for the request and mission impact if acquisition is not approved.	<input type="checkbox"/>
2. Facilities Board approval, JA review, and MAJCOM endorsement.	<input type="checkbox"/>
3. Property description (legal metes and bounds survey).	<input type="checkbox"/>
4. BLM Minerals Report.	<input type="checkbox"/>
5. BLM mineral rights appraisal of property.	<input type="checkbox"/>
6. BLM recommendation on acquiring the mineral rights.	<input type="checkbox"/>
7. Statement that interest to be acquired is purchase of mineral rights.	<input type="checkbox"/>
8. AF Form 813, <i>Request for Environmental Impact Analysis</i> , and any associated environmental impact analysis documents.	<input type="checkbox"/>

**Reference AFI 32-9001**

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# Appendix 11 GSA Lease Checklist

A request memorandum, incorporating certain checklist items, must accompany each transaction. Items marked N/A must be explained.

1. If acquisition estimated purchase price exceeds \$1 million, submit package for waiver of DOD moratorium on property acquisition. See SECDEF memo, <i>Land Acquisition and Leasing of Office Space</i> . See Moratorium Waiver Checklist at Appendix _____	<input type="checkbox"/>
2. Must comply with "Freeze the Footprint" guidance – explain the offset.	<input type="checkbox"/>
3. Justification for the request and mission statement; impact if acquisition is not approved.	<input type="checkbox"/>
4. Facilities Board approval, JA review, and MAJCOM endorsement. Outside agency needs BCE and Agency Director approval.	<input type="checkbox"/>
5. Completed Standard Form 81, <i>Request for Space</i> . <ul style="list-style-type: none"> <li>• Number of personnel to be accommodated.</li> <li>• Area requested (in gross square feet). Must adhere to Air Force space standards.</li> <li>• Detailed break out of space –general office, private office, storage, special purpose, etc.</li> </ul> Space authorizations must be IAW AFI 32-9010, <i>Management and Reporting of Air Force Space and Building Services in OSD Assigned Facilities and in the Washington DC Area</i> , and AFMAN 32-1084, <i>Facility Requirements</i> .	<input type="checkbox"/>
6. Provide Beddown approval IAW AFI 10-503, <i>Strategic Basing</i> .	<input type="checkbox"/>
7. Survey of government-controlled space within 50-mile radius and statement of non-availability. Analysis will include outgranted AF property.	<input type="checkbox"/>
8. Provide validation of AT compliance IAW the Unified Facilities Criteria (UFC) 4-010-01, <i>DOD Minimum Antiterrorism Standards for Building</i> , and DHS, <i>Facility Security Level Determinations for Federal Facilities</i> .	<input type="checkbox"/>
9. Facility must have earned Energy Star label and be compliant with AFI 90-1701, <i>Energy Management</i> .	<input type="checkbox"/>
10. Impact if disapproved: how will the mission be accomplished otherwise?	<input type="checkbox"/>
11. List of options considered, the mission impact of each option, and the cost of each option.	<input type="checkbox"/>
12. Recommended option, what is the value to the Air Force?	<input type="checkbox"/>
13. Economic Analysis IAW AFI 65-501; <i>Economic Analysis</i> , and AFMAN 65-506, <i>Economic Analysis</i> .	<input type="checkbox"/>
14. Detailed justification required for lease term beyond five years.	<input type="checkbox"/>
15. Proposed lease must incorporate a clause for early termination with a 120-day notice. Provide a plan outlining vacation of leased space.	<input type="checkbox"/>
16. Certification that funds are available or will be programmed for rent and all associated expenses.	<input type="checkbox"/>

**Reference AFI 32-9001**

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# Appendix 12 AF Lease Acquisition Checklist

A request memorandum, incorporating certain checklist items, must accompany each transaction. Items marked N/A must be explained.

1. If acquisition exceeds either 1000 acres or estimated purchase price exceeds \$1 million, submit package for waiver of DOD moratorium on property acquisition. See SECDEF memo, <i>Land Acquisition and Leasing of Office Space</i> . See Moratorium Waiver Checklist at Appendix _____	<input type="checkbox"/>
2. Lease Estate Planning Report (LEPR) or Business Case Analysis (BCA) if estimated annual rental is more than \$750,000. LEPR will be used to prepare the congressional notification package. Include the information below if a LEPR is not required or the information is not included in a LEPR.	<input type="checkbox"/>
3. Description and location of the property (preferably legal survey), to include a vicinity map and information on the gross and net usable square feet of the leased property.	<input type="checkbox"/>
4. Justification for the request, mission impact if acquisition is not approved, and why existing space is insufficient.	<input type="checkbox"/>
5. Facilities Board approval, JA review, and MAJCOM endorsement.	<input type="checkbox"/>
6. Estimated rental cost, source of funds, date possession will be required, and estimated period of occupancy.	<input type="checkbox"/>
7. Effect of severance (the impact on the remaining parcel, if the proposed lease involves only part of a property).	<input type="checkbox"/>
8. Services and utilities to be provided under the lease and any associated costs.	<input type="checkbox"/>
9. Statement that screening of other potentially available Government property to fulfill the need for leased space has been completed. Analysis will include outgranted AF property.	<input type="checkbox"/>
10. Description and cost estimates for rehabilitation or alteration requirements and determination for a Certificate of Necessity (if annual rent exceeds 20% of FMV or if alterations, improvements, and repairs will exceed 30% (for foreign non-MFH leases, 35%) of the first-year rent).	<input type="checkbox"/>
11. Evaluation of the facility condition, maintenance requirements, and technical survey of safety, fire, and health hazards for buildings that have more than 20,000 square feet of usable floor space or accommodate 50 or more people.	<input type="checkbox"/>
12. Statement whether the proposed leased facilities are in lieu of new construction previously requested.	<input type="checkbox"/>
13. AF Form 813, <i>Request for Environmental Impact Analysis</i> , and any associated environmental impact analysis documents.	<input type="checkbox"/>
14. EBS prepared IAW AFI 32-7066, <i>Environmental Baseline Surveys in Real Estate Transactions</i> . An EBS older than 6 months requires a visual site inspection (VSI). An EBS older than 1 year will need a supplemental EBS.	<input type="checkbox"/>
15. Additional real property requirements and the estimated cost if the proposed acquisition represents only part of total program needs.	<input type="checkbox"/>
16. A description, with an estimate of the FMV, of any real property holding that becomes excess as a result of the proposed lease.	<input type="checkbox"/>
17. Statement that Congressional notification has been fulfilled if prepared separately.	<input type="checkbox"/>
18. A copy of the lease instrument or a general description of the terms and conditions if the lease replaces or extends the term of an existing lease.	<input type="checkbox"/>
19. Title sufficiency determined IAW DOJ Title Standards on any inlease with a term of 30 years or more.	<input type="checkbox"/>

*Reference AFI 32-9001*

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# Appendix 13 License Acquisition Checklist

A request memorandum, incorporating certain checklist items, must accompany each transaction. Items marked N/A must be explained.

1. If acquisition exceeds either 1000 acres or estimated purchase price exceeds \$1 million, submit package for waiver of DOD moratorium on property acquisition. See SECDEF memo, <i>Land Acquisition and Leasing of Office Space</i> . See Moratorium Waiver Checklist at Appendix ____.	<input type="checkbox"/>
2. Justification for the request and mission impact if acquisition is not approved.	<input type="checkbox"/>
3. Description of the property and a vicinity map.	<input type="checkbox"/>
4. Consideration, source of funds, date of possession, and term of occupancy.	<input type="checkbox"/>
5. Statement on whether the proposed facilities are in lieu of new construction.	<input type="checkbox"/>
6. Facilities Board approval, JA review, and MAJCOM endorsement.	<input type="checkbox"/>
7. AF Form 813, <i>Request for Environmental Impact Analysis</i> , and any associated environmental impact analysis documents.	<input type="checkbox"/>
8. EBS prepared IAW AFI 32-7066, <i>Environmental Baseline Surveys in Real Estate Transactions</i> . An EBS older than 6 months requires a visual site inspection (VSI). An EBS older than 1 year will need a supplemental EBS.	<input type="checkbox"/>
9. Evaluation of the facility condition, maintenance requirements, and technical survey if buildings or facilities are included.	<input type="checkbox"/>
10. Description and cost estimates for alterations and repairs if buildings or facilities are included.	<input type="checkbox"/>
11. Services and utilities to be provided and associated costs.	<input type="checkbox"/>
12. Additional real property requirements and the estimated costs.	<input type="checkbox"/>
13. Description and FMV of any real property that becomes excess as a result of the proposed license.	<input type="checkbox"/>
14. Statement that Congressional notification has been fulfilled if prepared separately.	<input type="checkbox"/>
15. A copy of the license instrument for existing license replacements or extensions.	<input type="checkbox"/>

*Reference AFI 32-9001*

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# Appendix 14 Permit Acquisition Checklist

A request memorandum, incorporating certain checklist items, must accompany each transaction. Items marked N/A must be explained.

1. If acquisition exceeds either 1000 acres or estimated purchase price exceeds \$1 million, submit package for waiver of DOD moratorium on property acquisition. See SECDEF memo, <i>Land Acquisition and Leasing of Office Space</i> . See Moratorium Waiver Checklist at Appendix ____.	<input type="checkbox"/>
2. Justification for the request and mission impact if acquisition is not approved.	<input type="checkbox"/>
3. Facilities Board approval, JA review, and MAJCOM endorsement.	<input type="checkbox"/>
4. Description of the property and a vicinity map.	<input type="checkbox"/>
5. Consideration, source of funds, date of possession, and term of occupancy.	<input type="checkbox"/>
6. Services and utilities to be provided and associated costs.	<input type="checkbox"/>
7. Evaluation of the facility condition, maintenance requirements, and technical survey.	<input type="checkbox"/>
8. Description and cost estimates for alterations and repairs.	<input type="checkbox"/>
9. Statement on whether the proposed facilities are in lieu of new construction.	<input type="checkbox"/>
10. AF Form 813, <i>Request for Environmental Impact Analysis</i> , and any associated environmental impact analysis documents.	<input type="checkbox"/>
11. EBS prepared IAW AFI 32-7066, <i>Environmental Baseline Surveys in Real Estate Transactions</i> . An EBS older than 6 months requires a visual site inspection (VSI). An EBS older than 1 year will need a supplemental EBS.	<input type="checkbox"/>
12. Statement of AT compliance IAW the Unified Facilities Criteria (UFC) 4-010-01, <i>DOD Minimum Antiterrorism Standards for Buildings</i> .	<input type="checkbox"/>
13. Additional real property requirements and the estimated costs.	<input type="checkbox"/>
14. Description and FMV of any real property that becomes excess as a result of the proposed permit.	<input type="checkbox"/>
15. A copy of the existing instrument for permits replacing other temporary ingranths.	<input type="checkbox"/>
16. A copy of the DD Form 1391 if the permit is to support a MILCON project.	<input type="checkbox"/>

*Reference AFI 32-9001*

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# Appendix 15 Public Land Acquisition (Withdrawn Public Lands) Checklist

A request memorandum, incorporating certain checklist items, must accompany each transaction. Items marked N/A must be explained. Recommend working closely with AFCEC/CIT and BLM.

1. All requirements for a Permit Acquisition (see Appendix 14)	<input type="checkbox"/>
<b>BLM REQUIREMENTS (may overlap information required above):</b>	
2. Name and address of applicant.	<input type="checkbox"/>
3. Statement of authority.	<input type="checkbox"/>
4. Type of withdrawal action: <5000 acres, >5000 acres, or emergency.	<input type="checkbox"/>
5. Location of the area to include a detailed description of exterior boundaries and excepted areas with a color-coded map.	<input type="checkbox"/>
6. Gross land and water acreage and net public land and water acreage.	<input type="checkbox"/>
7. Proposed use of land, including if the use is "classified".	<input type="checkbox"/>
8. Whether the use will result in temporary or permanent contamination.	<input type="checkbox"/>
9. Effective dates of withdrawal.	<input type="checkbox"/>
10. The extent to which the land use will affect continuing full operation of public land laws.	<input type="checkbox"/>
11. Whether the proposed use will require the use of water in any state and whether that use is in conformity with those state laws relating to the control, appropriation, use, and distribution of water.	<input type="checkbox"/>
<b>OVER 5000 ACRES: 12 parts of the Secretary of the Interior congressional notification</b>	
12. Same as 6. above	<input type="checkbox"/>
13. Inventory and evaluation of the current natural resource uses and values of the site and adjacent land and how it appears they will be affected by the proposed use and the economic impact.	<input type="checkbox"/>
14. Identification of current land users and the impact on them of the proposed use.	<input type="checkbox"/>
15. Identification of incompatibilities or conflicts with current users to include a statement to be made for continuation or termination of existing uses and an economic analysis of such continuation or termination.	<input type="checkbox"/>
16. Analysis of the manner in which such lands will be used in relation to the specific requirements for the proposed use.	<input type="checkbox"/>
17. Whether any suitable alternative sites are available (with cost estimates) of the proposed use or for uses that would be displaced.	<input type="checkbox"/>
18. Consultation with other Federal, state, regional, or local government bodies.	<input type="checkbox"/>
19. Effect of the proposed uses on state and local government interests and the regional economy.	<input type="checkbox"/>
20. Same as 8. Above	<input type="checkbox"/>



21. The time and place of hearings and other public involvement.	<input type="checkbox"/>
22. Location of records to be examined by interested parties.	<input type="checkbox"/>
23. Report prepared by a qualified mining engineer, engineering geologist, or geologist with information on the general geology, known mineral deposits, past and present mineral production, mining claims, mineral leases, evaluation of future mineral potential, and present and potential market demands.	<input type="checkbox"/>

**Reference AFI 32-9001; 43 CFR 2310-Withdrawals, General: Procedure**

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# Appendix 16 Easement Acquisition

A request memorandum, incorporating certain checklist items, must accompany each transaction. Items marked N/A must be explained.

1. If acquisition exceeds either 1000 acres or estimated purchase price exceeds \$1 million, submit package for waiver of DOD moratorium on property acquisition. See SECDEF memo, Land Acquisition and Leasing of Office Space. See Moratorium Waiver Checklist at Appendix _____	
2. Justification for the request and mission impact if acquisition is not approved.	
3. Facilities Board approval, JA review, and MAJCOM endorsement.	
4. Description of the property and a vicinity map.	
5. Consideration, source of funds, date of possession, and term of occupancy.	
6. Services and utilities to be provided and associated costs.	
7. Property survey (legal metes and bounds, or centerline survey).	
8. Current Appraisal. "Current" means within one year prior to agreement execution.	
9. AF Form 813, <i>Request for Environmental Impact Analysis</i> , and any associated environmental impact analysis documents.	
10. EBS prepared IAW AFI 32-7066, <i>Environmental Baseline Surveys in Real Estate Transactions</i> . An EBS older than 6 months requires a visual site inspection (VSI). An EBS older than 1 year will need a supplemental EBS.	
11. Statement of compliance with AT compliance IAW the Unified Facilities Criteria (UFC) 4-010-01, <i>DOD Minimum Antiterrorism Standards for Buildings</i> .	
12. Effect of severance.	
13. Copy of original real estate agreement (if amending or replacing).	
14. Department of Defense (DD) Form 1391, <i>Military Construction Project Data</i> (for purchases).	
15. Additional real estate requirements with cost estimates.	
16. Title sufficiency determined IAW DOJ Title Standards.	

**Reference AFI 32-9001**

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# Appendix 17 REPI Program Checklist

A request memorandum, incorporating certain checklist items, must accompany each transaction. Items marked N/A must be explained.

1. Agreement for Deed of Easement.	<input type="checkbox"/>
2. Deed of Easement for signature.	<input type="checkbox"/>
3. Certified appraisal of the underlying estate and the estate transferring to the Air Force (Government reviewed appraisals are required for properties valued over \$200,000).	<input type="checkbox"/>
4. Property survey (metes and bounds).	<input type="checkbox"/>
5. Title sufficiency determined IAW DOJ Title Standards.	<input type="checkbox"/>
6. AF Form 813, <i>Request for Environmental Impact Analysis</i> , and any associated environmental impact analysis documents.	<input type="checkbox"/>
7. EBS prepared IAW AFI 32-7066, <i>Environmental Baseline Surveys in Real Estate Transactions</i> . An EBS older than 6 months requires a visual site inspection (VSI). An EBS older than 1 year will need a supplemental EBS.	<input type="checkbox"/>
8. Copy of the title showing the estate acquired by the sponsoring partner.	<input type="checkbox"/>

*Reference AFI 32-9001*

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## Appendix 18      Condemnation

A request memorandum, incorporating certain checklist items, must accompany each transaction. Items marked N/A must be explained.

1. All of the supporting documentation required for the acquisition.	<input type="checkbox"/>
2. Determination and supporting documentation that one of the following is true: <ul style="list-style-type: none"> <li>▪ All avenues have been exhausted for successful negotiation with the landowner.</li> <li>▪ Landowner cannot be located.</li> <li>▪ Title “clouds” prevent identification of landowner or identify encumbrances on the property.</li> <li>▪ State law prohibits the sale of land.</li> </ul>	<input type="checkbox"/>
3. MAJCOM recommendation to proceed with the condemnation.	<input type="checkbox"/>
4. SAF/IEE approval.	<input type="checkbox"/>
5. An explanation of the other approaches considered for acquiring the property, the reasons for the acquisition, and the reason why alternative acquisition strategies are inadequate.	<input type="checkbox"/>
6. Certification that the 21-day condemnation notification to the congressional defense committees, as required in paragraph (f)(1)(B) of 10 USC 2663, has been accomplished.	<input type="checkbox"/>

**Reference AFI 32-9001**

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# Appendix 19 Declaration of Excess Checklist

A request memorandum, incorporating items #1-10 below as appropriate, must accompany each transaction request package. Items marked N/A must be explained.

1. Justification for Declaring Excess. Explain why property was determined to be excess to current mission, programmed mission requirements, and future mobilization requirements. Include a statement that installation does not plan to acquire any property at or near this location in foreseeable future.	<input type="checkbox"/>
2. Description of the excess property with estimated value.	<input type="checkbox"/>
3. Describe how the installation has screened for possible use with all military activities within a 50-mile radius of the property.	<input type="checkbox"/>
4. Recommended disposal date. Give desired date for disposal and identify any known obstacles to disposal.	<input type="checkbox"/>
5. Caretaker costs. Describe security and maintenance needs and estimated cost.	<input type="checkbox"/>
6. Restoration. Describe restoration needs and estimated cost. Explain whether MAJCOM or installation funds are available for this purpose.	<input type="checkbox"/>
7. Brief history. Indicate when the installation was first activated, how it was acquired, how was it most recently used , and any subsequent significant events related to the disposal property.	<input type="checkbox"/>
8. Future use. Identify any real estate interest that the Air Force plans to retain (for example, clearance, road, or avigation easement or for environmental restoration). Include whether local interest has been expressed in the future use of the property.	<input type="checkbox"/>
9. Jurisdiction. Provide the current level of legislative jurisdiction.	<input type="checkbox"/>
10. Stewart B. McKinney Homeless Assistance Act. Provide HUD property number and screening completion date.	<input type="checkbox"/>
11. Facilities Board approval, JA review, and MAJCOM endorsement.	<input type="checkbox"/>
12. Vicinity map showing the relationship of the property to the remaining installation and/or local community.	<input type="checkbox"/>
13. Map from a survey of the property by a licensed surveyor with a legal description.	<input type="checkbox"/>
14. Real property inventory listing (7115 report).	<input type="checkbox"/>
15. Proof of ownership. Include copy of deed(s) or other documentation that conveyed the property to the Air Force.	<input type="checkbox"/>
16. AF Form 813, <i>Request for Environmental Impact Analysis</i> , and any associated environmental impact analysis documents.	<input type="checkbox"/>
17. EBS prepared IAW AFI 32-7066, <i>Environmental Baseline Surveys in Real Estate Transactions</i> . An EBS older than 6 months requires a visual site inspection (VSI). An EBS older than 1 year will need a supplemental EBS.	<input type="checkbox"/>
18. Land recommended for disposal that has potential ordnance contamination (primarily ranges) also requires a Certificate of Clearance prepared IAW AFI 13-212, <i>Range Planning and Operations</i> .	<input type="checkbox"/>
19. AF Form 1192, <i>USAF Installation Characteristics Report</i> , IAW AFI 32-9005, <i>Real Property Accountability and Reporting</i> , if an entire installation is being recommended for disposal.	<input type="checkbox"/>
20. Outgrants. Attach a list of all outgrant leases, easements, permits, and similar legal agreements. This list should include the document number, beginning and ending date of agreement, and general description of property. If available, attach a copy of the initial outgrant document and any supplemental agreements.	<input type="checkbox"/>



<p>21. Minerals. List the Government-owned mineral rights that are recommended to be disposed with the property. Include separately :</p> <ul style="list-style-type: none"><li>• BLM Mineral Report</li><li>• BLM Mineral Rights Appraisal</li><li>• BLM recommendation on the disposal</li></ul>	
<p>22. Installed fixtures and personal property of the Army and Air Force Exchange Service (AAFES) and Non-appropriated Fund (NAF) facilities. Identify all installed fixtures and personal property of the AAFES and NAF activities. State whether the owner wants to remove or dispose of installed fixtures and personal property to the receiving agency or individual. Sell these items either by direct negotiation between AAFES or NAF and the receiver, or under special sales conditions and values that the owner includes in the Declaration of Excess.</p>	<input type="checkbox"/>
<p>23. Title 10 (Congressional) notification. Include a Disposal Report on all DE's with a current value at or above \$750,000.00.</p>	<input type="checkbox"/>
<p>24. GSA Report of Excess. Complete the GSA <i>Excess Real Property Checklist</i> and associated Standard Form 118, to include 118A, B, and/or C, as appropriate, found at <a href="https://propertydisposal.gsa.gov/FAA">https://propertydisposal.gsa.gov/FAA</a></p>	<input type="checkbox"/>
<p>25. Transfer Document:</p> <ul style="list-style-type: none"><li>• To Military: DD Form 1354 and Transfer Agreement; or</li><li>• To Federal Agency: Transfer Memorandum; or</li><li>• To non-Federal parties: Draft deed.</li></ul>	<input type="checkbox"/>

*Reference AFI 32-9004*

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# Appendix 20      Returning Withdrawn Public Land Checklist

A request memorandum, incorporating certain checklist items, must accompany each transaction. Items marked N/A must be explained.

1. Name and address of the Air Force activity holding real property accountability of the land.	<input type="checkbox"/>
2. The Public Land Order (PLO) or permit which withdrew or reserved the lands for the Air Force. If the property includes lands from several PLOs, or overlapping PLOs, include copies of all PLOs.	<input type="checkbox"/>
3. A legal description and acreage of the lands if the PLO, withdrawal, or reservation is not sufficient to identify them. Description of improvements on the land with estimated value.	<input type="checkbox"/>
4. If improvements will be abandoned, provide certification that the Air Force has exhausted procedures for disposal.	<input type="checkbox"/>
5. Describe easements or other rights and privileges granted on or across the land.	<input type="checkbox"/>
6. List terms and conditions necessary in the disposal to protect the public interest.	<input type="checkbox"/>
7. Provide information relating to the interest of any agencies or individuals that has been shown in acquiring use of or title to the property or any portion of it.	<input type="checkbox"/>
8. Reason for returning to public domain. Explain why property was determined to be excess to current missions, programmed mission requirements, and future mobilization requirements. Include a statement that installation does not plan to acquire any property at or near this location in foreseeable future.	<input type="checkbox"/>
9. Present Use. Describe the current use of the property.	<input type="checkbox"/>
10. Facilities Board approval, JA review, and MAJCOM endorsement.	<input type="checkbox"/>
11. Recommended Disposal Date. Give desired date for disposal and identify any known obstacles to disposal.	<input type="checkbox"/>
12. Restoration. Describe what projects will be needed to restore the property for return to the public domain and how much it each project will cost. Tell whether MAJCOM or installation funds are available for this purpose.	<input type="checkbox"/>
13. Brief History. Indicate when and why the property was first acquired and any subsequent significant events related to the disposal property.	<input type="checkbox"/>
14. AF Form 813, <i>Request for Environmental Impact Analysis</i> , and any associated environmental impact analysis.	<input type="checkbox"/>
15. EBS prepared IAW AFI 32-7066, <i>Environmental Baseline Surveys in Real Estate Transactions</i> . An EBS older than 6 months requires a visual site inspection (VSI). An EBS older than 1 year will need a supplemental EBS.	<input type="checkbox"/>

*Reference AFI 32-9004*

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# Appendix 21 Mineral Rights Disposal Checklist

A request memorandum, incorporating certain checklist items, must accompany each transaction. Items marked N/A must be explained.

1. List any known mineral rights that are being disposed with the property.	<input type="checkbox"/>
2. Mineral Report from BLM.	<input type="checkbox"/>
3. Mineral rights appraisal from BLM.	<input type="checkbox"/>
4. Recommendation from BLM on whether or not to retain the mineral rights.	<input type="checkbox"/>
5. Facilities Board approval, JA review, and MAJCOM endorsement.	<input type="checkbox"/>
6. Request a waiver to Air Force policy from AFCEC/CIT when disposing of mineral rights without disposing of fee ownership title to the parcel.	<input type="checkbox"/>

*Reference AFI 32-9004*

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# Appendix 22 Lease Disposal Checklist

A request memorandum, incorporating certain checklist items, must accompany each transaction. Items marked N/A must be explained.

1. Reason for Declaring Excess. Explain why property was determined to be excess to current missions, programmed mission requirements, and future mobilization requirements. Include a statement that installation does not plan to acquire any property at or near this location in foreseeable future.	<input type="checkbox"/>
2. Present Use. Describe how property is currently being used.	<input type="checkbox"/>
3. Facilities Board approval, JA review, and MAJCOM endorsement.	<input type="checkbox"/>
4. Describe how the installation has screened for possible use with all military activities within a 50-mile radius of the property.	<input type="checkbox"/>
5. Recommended Disposal Date. Give desired date for disposal and identify any known obstacles to disposal.	<input type="checkbox"/>
6. Restoration. Describe what needs to be restored and how much it will cost. Tell whether MAJCOM or installation funds are available for this purpose.	<input type="checkbox"/>
7. Include a copy of the lease agreement, along with any amendments or renewals. Include a list of any Government improvements.	<input type="checkbox"/>
8. Termination notice with grantor's concurrence and satisfaction of restoration responsibilities. If restoration is to continue beyond the lease termination, need to complete an alternate grant of access before terminating the existing lease.	<input type="checkbox"/>
9. AF Form 813, <i>Request for Environmental Impact Analysis</i> , and any associated environmental impact analysis.	<input type="checkbox"/>
10. EBS prepared IAW AFI 32-7066, <i>Environmental Baseline Surveys in Real Estate Transactions</i> . An EBS older than 6 months requires a visual site inspection (VSI). An EBS older than 1 year will need a supplemental EBS.	<input type="checkbox"/>

*Reference AFI 32-9004*

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# Appendix 23 Facility Disposal Checklist

A request memorandum, incorporating certain checklist items, must accompany each transaction. Items marked N/A must be explained.

1. Reason for disposal (demolition): Facility has deteriorated beyond economical repair Facility presents a safety or health concern Design is obsolete and cannot be reasonably altered Facility interferes with a site approved for new construction. Facility was destroyed by fire (AFCEC/CIT approval authority). Facility involved hazardous waste (AFCEC/CZTQ approval authority).	<input type="checkbox"/>
2. Facilities Board approval and MAJCOM endorsement.	<input type="checkbox"/>
3. Recommended Disposal Date. Give desired date for disposal and identify any known obstacles to disposal.	<input type="checkbox"/>
4. Stewart B. McKinney Homeless Assistance Act. Please provide the HUD property number and date screening completed.	<input type="checkbox"/>
5. AF Form 300, <i>Facility Disposal</i> .	<input type="checkbox"/>
6. DD Form 1391, FY__ <i>Military Construction Project Data</i> .	<input type="checkbox"/>
7. AF Form 813, <i>Request for Environmental Impact Analysis</i> , and any associated environmental impact analysis.	<input type="checkbox"/>
8. DOD screening within 50-mile radius if removal is practical and valued at \$25,000 or less. DD Form 1354, <i>Transfer and Acceptance of Military Real Property</i> if applicable.	<input type="checkbox"/>

**Reference AFI 32-9004**

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# Appendix 24 Lease Outgrant Checklist

A request memorandum, incorporating certain checklist items, must accompany each transaction. Items marked N/A must be explained.

1. Bed down approval from AF/A8PB IAW AFI 10-503, <i>Strategic Basing</i> .	<input type="checkbox"/>
2. Facilities Board approval, JA review, and MAJCOM endorsement.	<input type="checkbox"/>
3. Proposed use and mission compatibility/non-interference statement.	<input type="checkbox"/>
4. Statement of availability, including reasons for not declaring the area excess.	<input type="checkbox"/>
5. Legal description of the acreage (square footage and floorplan for any buildings) and a map showing the area with its relationship to the rest of the installation.	<input type="checkbox"/>
6. Current fair market rental value (FMRV) appraisal. "Current" means within one year prior to agreement execution. (Not required when excepted by statute –e.g., credit union lease – 12 USC 1770, see item 26).	<input type="checkbox"/>
7. If FMRV is provided through in-kind consideration, provide an analysis that the in-kind consideration benefits the Air Force and is at least equal to the FMRV.	<input type="checkbox"/>
8. When and how long the lease is available for the grantee's use. Include provisions for termination, canceling, site restoration, and grantee's improvements.	<input type="checkbox"/>
9. Special conditions, limitations, or restrictions on use and access.	<input type="checkbox"/>
10. Description of how the lease was competed or basis for waiver of competition (approved waiver to be attached).	<input type="checkbox"/>
11. McKinney Act screening to include the HUD report number.	<input type="checkbox"/>
12. Copy of an Outgrant Report for leases over \$750,000.00.	<input type="checkbox"/>
13. Statement that the real property is safe for nonmilitary purposes. If not, tell why a lease should be approved in spite of the contamination.	<input type="checkbox"/>
14. INRMP compatibility statement for agricultural leases.	<input type="checkbox"/>
15. When the grantee must relocate or replace a facility, request must include: <ul style="list-style-type: none"> <li>● Continuing military need for the relocated facility.</li> <li>● Master layout showing the location of the relocated or replaced facility in relationship to the lease.</li> <li>● Facts on the grantee's funding of the relocation or replacement.</li> </ul>	<input type="checkbox"/>
16. AF Form 813, <i>Request for Environmental Impact Analysis</i> , and any associated environmental impact analysis.	<input type="checkbox"/>
17. EBS prepared (by grantee or installation) IAW AFI 32-7066, <i>Environmental Baseline Surveys in Real Estate Transactions</i> . An EBS older than 6 months requires a visual site inspection (VSI). An EBS older than 1 year will need a supplemental EBS.	<input type="checkbox"/>
18. Information on the grantee's liability insurance. Include the type and amount of coverage.	<input type="checkbox"/>
19. Include a statement of indemnification and that the grantee will hold and save the US harmless from all claims arising out of the use of the property. Exception is made for state, county or local government agencies when prevented by law from providing such indemnification.	<input type="checkbox"/>
20. Air installation compatible use zone (AICUZ) compatibility statement.	<input type="checkbox"/>
21. Statement whether the property qualifies for nomination or is listed on the National Register of Historic Places.	<input type="checkbox"/>



22. For all renewals or new leases to existing leaseholders at existing space that do not add property: <ul style="list-style-type: none"><li>• Eligible for EBS waiver.</li><li>• Exempt from beddown approval.</li><li>• No McKinney Act screening.</li><li>• Include a copy of the original document and any renewals, amendments, or supplements.</li></ul>	<input type="checkbox"/>
23. For amendments that add property: <ul style="list-style-type: none"><li>• Include a full checklist for the added property, to include a beddown approval if required.</li><li>• Include a copy of the original document(s) and any renewals or amendments.</li></ul>	<input type="checkbox"/>
24. Statement that Congressional notification has been fulfilled if prepared separately.	<input type="checkbox"/>
25. Credit Union Leases and Renewals: Memo certifying the 95% requirement is met.	<input type="checkbox"/>
26. Mobile Service Provider Leases: Installation Communications Squadron coordination.	<input type="checkbox"/>

*Reference AFI 32-9003*

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# Appendix 25 License Outgrant Checklist

A request memorandum, incorporating certain checklist items, must accompany each transaction. Items marked N/A must be explained.

1. Proposed use.	<input type="checkbox"/>
2. Statement of availability, including reasons for not declaring the area excess.	<input type="checkbox"/>
3. Statement that the proposed license does not interfere with the installation's mission.	<input type="checkbox"/>
4. Facilities Board approval, JA review, and MAJCOM endorsement.	<input type="checkbox"/>
5. Statement that the real estate is safe for nonmilitary purposes. If not, tell why a license should be approved in spite of the safety issue.	<input type="checkbox"/>
6. Description of the license area and a map showing the area with its relationship to the rest of the installation. If license includes land provide a metes and bounds survey, otherwise provide a building plan delineating the licensed area.	<input type="checkbox"/>
7. Current FMV appraisal. "Current" means within one year prior to agreement execution. (Not required when excepted by policy)	<input type="checkbox"/>
8. Bed down approval from AF/A8PB per AFI 10-503, <i>Strategic Basing</i> , for other than temporary licenses (i.e., license to ANG).	<input type="checkbox"/>
9. Special conditions, limitations, or restrictions on use and occupancy.	<input type="checkbox"/>
10. When the grantee must relocate or replace a facility, request must include: <ul style="list-style-type: none"> <li>• Continuing military need for the facility.</li> <li>• Master layout showing the location of the acquired property and the relocated or replaced facility.</li> <li>• Facts on the financial arrangements for the facility.</li> <li>• DD Form 1391, FY__ <i>Military Construction Project Data</i>.</li> </ul>	<input type="checkbox"/>
11. AF Form 813, <i>Request for Environmental Impact Analysis</i> , and any associated environmental impact analysis.	<input type="checkbox"/>
12. EBS prepared (by grantee or installation) IAW AFI 32-7066, <i>Environmental Baseline Surveys in Real Estate Transactions</i> . An EBS older than 6 months requires a visual site inspection (VSI). An EBS older than 1 year will need a supplemental EBS.	<input type="checkbox"/>
13. Information on the grantee's liability insurance or the property's insurability. Include the type and amount of coverage.	<input type="checkbox"/>
14. When and how long the license is available for grantee's use. Include provisions for termination.	<input type="checkbox"/>
15. Statement that Congressional notification has been fulfilled if prepared separately.	<input type="checkbox"/>
16. For all renewals and amendments that do not add property: <ul style="list-style-type: none"> <li>• Include copy of original document and any renewals, amendments or supplements</li> </ul>	<input type="checkbox"/>
17. Include the following for amendments that add property: <ul style="list-style-type: none"> <li>• Copy of original document and any renewals or amendments</li> <li>• Full checklist for added property, to include a Beddown approval, if required</li> </ul>	<input type="checkbox"/>

*Reference AFI 32-9003*

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# Appendix 26 Permit Outgrant Checklist

A request memorandum, incorporating certain checklist items, must accompany each transaction. Items marked N/A must be explained.

1. Proposed use.	<input type="checkbox"/>
2. Statement of availability, including reasons for not declaring the area excess.	<input type="checkbox"/>
3. Statement that the proposed permit does not interfere with the installation's mission.	<input type="checkbox"/>
4. Facilities Board approval, JA review, and MAJCOM endorsement.	<input type="checkbox"/>
5. Description of the permit area and a map showing the area with its relationship to the rest of installation. If permit includes land provide a metes and bounds survey, otherwise provide a building plan delineating the permitted area.	<input type="checkbox"/>
6. Current FMV appraisal when tenant is not DOD. "Current" means within one year prior to agreement execution. (Not required when permitting to a DOD tenant or when tenant supports AF mission)	<input type="checkbox"/>
7. Bed down approval from AF/A8PB per AFI 10-503, <i>Strategic Basing</i> .	<input type="checkbox"/>
8. Special conditions, limitations, or restrictions on use and access.	<input type="checkbox"/>
9. When and how long the permitted building and/or area is available for the grantee's use. Include provisions for termination, cancellation, and site restoration (with or without improvements).	<input type="checkbox"/>
10. Copy of Completed ISSA.	<input type="checkbox"/>
11. When the grantee must relocate or replace a facility, request must include: <ul style="list-style-type: none"> <li>• Continuing military need for the relocated facility.</li> <li>• Master layout showing location of relocated or replaced facility in relationship to easement</li> <li>• Facts on the grantee's funding of the relocation or replacement.</li> </ul>	<input type="checkbox"/>
12. AF Form 813, <i>Request for Environmental Impact Analysis</i> , and any associated environmental impact analysis.	<input type="checkbox"/>
13. EBS prepared (by grantee or installation) IAW AFI 32-7066, <i>Environmental Baseline Surveys in Real Estate Transactions</i> . An EBS older than 6 months requires a visual site inspection (VSI). An EBS older than 1 year will need a supplemental EBS.	<input type="checkbox"/>
14. For all renewals and amendments that do not add property: <ul style="list-style-type: none"> <li>• No AF Form 813 or EBS needed.</li> <li>• No beddown approval needed</li> <li>• Include a copy of the original document and any renewals, amendments or supplements.</li> </ul>	<input type="checkbox"/>
15. For amendments that add property: <ul style="list-style-type: none"> <li>• Include a copy of the original document and any renewals or amendments.</li> <li>• Include a full checklist for the added property, to include a beddown approval.</li> </ul>	<input type="checkbox"/>

**Reference AFI 32-9003**

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# Appendix 27 Easement Outgrant Checklist

A request memorandum, incorporating certain checklist items, must accompany each transaction. Items marked N/A must be explained.

1. Proposed use.	<input type="checkbox"/>
2. Statement that the proposed easement does not interfere with the installation's mission.	<input type="checkbox"/>
3. Facilities Board approval, JA review, and MAJCOM endorsement.	<input type="checkbox"/>
4. Legal description, metes and bounds or center-line survey, and map showing the area and its relationship to the rest of the installation.	<input type="checkbox"/>
5. Current FMV Appraisal. "Current" means within one year prior to agreement execution.	<input type="checkbox"/>
6. Provide Beddown approval IAW AFI 10-503, <i>Strategic Basing</i> .	<input type="checkbox"/>
7. Special conditions, limitations, or restrictions on use and access.	<input type="checkbox"/>
8. When and how long the easement is available for the grantee's use. Include provisions for termination, cancellation, and restoration (with or without improvements).	<input type="checkbox"/>
9. Statement that the real estate is safe for nonmilitary purposes. If not, tell why an easement should be approved in spite of the safety issue.	<input type="checkbox"/>
10. When the grantee must relocate or replace a facility, request must include: <ul style="list-style-type: none"> <li>• Continuing military need for the facility.</li> <li>• Master layout showing the location of the relocated or replaced facility in relationship to the easement.</li> <li>• Funding for the relocation or replacement of the facility.</li> </ul>	<input type="checkbox"/>
11. AF Form 813, <i>Request for Environmental Impact Analysis</i> , and any associated environmental impact analysis.	<input type="checkbox"/>
12. EBS prepared (by grantee or installation) IAW AFI 32-7066, <i>Environmental Baseline Surveys in Real Estate Transactions</i> . An EBS older than 6 months requires a visual site inspection (VSI). An EBS older than 1 year will need a supplemental EBS.	<input type="checkbox"/>
13. Information on the grantee's liability insurance. Include the type and amount of coverage.	<input type="checkbox"/>
14. Consent if the easement overlaps existing easements.	<input type="checkbox"/>

**Reference AFI 32-9003**

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# Appendix 28 Acquisition of Federal Legislative Jurisdiction Checklist

A request memorandum, incorporating certain checklist items, must accompany each transaction. Items marked N/A must be explained.

1. Current status of legislative jurisdiction. Copy of the instrument granting current jurisdiction (may be in the original deed).	<input type="checkbox"/>
2. Background and reasons for acquiring or increasing legislative jurisdiction. (Note: Acquisition of exclusive federal legislative jurisdiction is generally disfavored, but exceptional circumstances may warrant such acquisition.)	<input type="checkbox"/>
3. Degree of jurisdiction considered necessary, with full justification.	<input type="checkbox"/>
4. Description of the property (legal survey) if available. Include a map of the property.	<input type="checkbox"/>
5. Draft legislative change request letter to the Governor (or other office as required) for execution by SAF/IEE (leave undated).	<input type="checkbox"/>
6. Copies of relevant state laws.	<input type="checkbox"/>
7. Documentation indicating consultation with the local US Attorney and the US Department of Justice, Criminal Division, Policy and Statutory Enforcement Unit, Office of Enforcement Operations.	<input type="checkbox"/>
8. Coordination with State and local law enforcement as appropriate.	<input type="checkbox"/>
9. Coordination with installation Security Forces and Judge Advocate.	<input type="checkbox"/>
<b>Note: AFTER THE STATE GRANTS JURISDICTIONAL CHANGE: Ensure notification of local US Attorney and the US Department of Justice, Criminal Division, Policy and Statutory Enforcement Unit. Office of Enforcement Operations.</b>	

*Reference AFI 32-9001*

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# Appendix 29 Change to Federal Legislative Jurisdiction Checklist

A request memorandum, incorporating certain checklist items, must accompany each transaction. Items marked N/A must be explained.

1. Current status of legislative jurisdiction. Copy of the instrument granting current jurisdiction (may be in the original deed).	<input type="checkbox"/>
2. Background and reasons for retroceding legislative jurisdiction.	<input type="checkbox"/>
3. Degree of jurisdiction considered necessary, with full justification.	<input type="checkbox"/>
4. Description of the property (legal survey) if available. Include a map of the property.	<input type="checkbox"/>
5. Draft legislative change request letter to the Governor (or other office as required) for execution by SAF/IEE (leave undated).	<input type="checkbox"/>
6. Copies of relevant state laws.	<input type="checkbox"/>
7. Documentation indicating consultation with the local US Attorney and the US Department of Justice, Criminal Division, Policy and Statutory Enforcement Unit, Office of Enforcement Operations.	<input type="checkbox"/>
8. Coordination with State and local law enforcement as appropriate.	<input type="checkbox"/>
9. Coordination with installation Security Forces and Judge Advocate.	<input type="checkbox"/>
<b>Note: AFTER THE STATE GRANTS JURISDICTIONAL CHANGE: Ensure notification of local US Attorney and the US Department of Justice, Criminal Division, Policy and Statutory Enforcement Unit, Office of Enforcement Operations.</b>	

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# Appendix 30 Annexation Checklist

A request memorandum, incorporating certain checklist items, must accompany each transaction. Items marked N/A must be explained.

1. Location of proposed annexation area and how it was originally acquired.	<input type="checkbox"/>
2. Copy of request from party desiring to annex with reason for annexation.	<input type="checkbox"/>
3. Title held by the federal government (fee simple, lease, etc.) and degree of current legislative jurisdiction (e.g., exclusive, proprietary, etc.).	<input type="checkbox"/>
4. Coordination with JACE.	<input type="checkbox"/>
5. Area map showing current and proposed use of proposed annexation area and current and proposed boundaries of local jurisdiction.	<input type="checkbox"/>
6. Possible effects of proposed annexation on Installation Comprehensive Plan.	<input type="checkbox"/>
7. Possible effects on installation mission, including review of whether the proposed annexation complies with the installation AICUZ study.	<input type="checkbox"/>
8. Possible effects on current or proposed privatized housing.	<input type="checkbox"/>
9. Possible effects on concessionaires or contractors.	<input type="checkbox"/>
10. Known benefits of annexation on installation or personnel.	<input type="checkbox"/>
11. Current source of utilities for the installation and an explanation of whether the cost or provider of utilities will change as a result of the proposed annexation.	<input type="checkbox"/>
12. Current providers of police, fire, EMS services, street maintenance, sanitation services, snow removal and other services and an explanation whether the cost or the providers of these services will change as a result of the proposed annexation.	<input type="checkbox"/>
13. If the proposal includes (or reasonably could include in the future) area(s) outside the installation, include the current zoning of such area(s) and an explanation of whether the proposed annexation may cause changes to the permitted land use in such area(s).	<input type="checkbox"/>
14. Possible adverse effects on the installation or installation personnel from municipal taxation, licensing, or other actions.	<input type="checkbox"/>
15. Whether another jurisdiction (county or other municipality) will oppose the proposed annexation.	<input type="checkbox"/>
16. Installation's relationship with the municipality.	<input type="checkbox"/>
17. Installation Commander's recommendation. If an objection to the annexation is recommended, also include an objection memorandum to the municipality for signature by SAF/IEE.	<input type="checkbox"/>

*Reference 1994 AFI 32-9001 or new AFI 32-9002 (when published)*

*DISCLAIMER: This basic list of supporting documentation is provided as a quick reference only. It is not meant to be comprehensive for all projects, and additional information may be required. It is also not meant to replace the guidance found in the AFIs, which will always take precedence over this list.*



# Appendix 31 Certificate of Necessity Checklist

A request memorandum, incorporating certain checklist items, must accompany each transaction. Items marked N/A must be explained.

1. Justification for exceeding the spending limits.	<input type="checkbox"/>
2. Copy of the (proposed) lease.	<input type="checkbox"/>
3. Determination of FMV.	<input type="checkbox"/>
4. Floor plan.	<input type="checkbox"/>
5. Statement of cost, scope, and type of work already accomplished.	<input type="checkbox"/>
6. Identification of work not classified as leasehold improvements, such as moveable partitions or shelving.	<input type="checkbox"/>
7. Completed DD Form 1391, FY__ <i>Military Construction Project Data</i> .	<input type="checkbox"/>
8. Statement that no other facilities are available to meet the requirement.	<input type="checkbox"/>

*Reference AFI 32-9003*

*DISCLAIMER: This basic list of supporting documentation is provided as a quick reference only. It is not meant to be comprehensive for all projects, and additional information may be required. It is also not meant to replace the guidance found in the AFIs, which will always take precedence over this list.*



# Appendix 32 Non-Fee Construction Checklist

A request memorandum, incorporating certain checklist items, must accompany each transaction. Items marked N/A must be explained.

1. Proposed construction and justification.	<input type="checkbox"/>
2. Facilities Board approval, JA review, and MAJCOM endorsement.	<input type="checkbox"/>
3. Summary of the real estate agreement conditions (term, consideration, restoration, etc.).	<input type="checkbox"/>
4. Map showing location of construction in relation to installation.	<input type="checkbox"/>
5. Title sufficiency determined IAW DOJ Title Standards.	<input type="checkbox"/>
6. Estimated cost of proposed construction.	<input type="checkbox"/>
7. Estimated cost for restoration if required by the real estate agreement.	<input type="checkbox"/>
8. Justification for special terms or conditions for SAF/IEE approval.	<input type="checkbox"/>

*Reference AFI 32-9003*

*DISCLAIMER: This basic list of supporting documentation is provided as a quick reference only. It is not meant to be comprehensive for all projects, and additional information may be required. It is also not meant to replace the guidance found in the AFIs, which will always take precedence over this list.*



# Appendix 33 Request For Interest (RFI) Sample

**Agency:** Department of the Air Force

**Office:** **Installation Management Flight**

**Location:** \_\_\_\_\_ **AFB (or city, state of location)**

**Notice Type:** Special Notice

**Introduction & Purpose:**

The \_\_\_\_\_ **Air Force Base** has received a request for a Lease for approximately \_\_\_\_ acres of land to use as \_\_\_\_\_. This notice is to see if any similar interest exists for said property.

**Background Information:**

The authority for a lease such as that proposed is 10 U.S.C. § 2667, which allows the Secretary of a military department to lease out non-excess property. Lease period will be for a term of one (1) year with four (4) 1-year renewal options. Cost of lease of property will be at a minimum equal to fair market value, which has been calculated at \$\_\_\_\_\_ per annum. Grantee must be able to meet all conditions in the attached lease template (Atch 1). Lease will be at no cost to the United States Air Force. Grantee will be responsible for all administrative costs associated with the lease. The details of all equipment and space utilization must be provided for review by \_\_\_\_\_ Civil Engineer Squadron, \_\_\_\_\_ AFB. At the completion of the lease, Grantor has complete discretion in granting a renewal and can consider, by way of example but not by way of limitation, the past practices of the Grantee on the Installation, the timeliness of the Grantee's request for renewal relative to requests by other entities for similar leases and the changing operational requirements of the Government.

**Description of Project or Need:**

The \_\_\_\_\_ Air Force Base has received a request for a Lease for approximately \_\_\_\_ acres of land to use as \_\_\_\_\_. This notice is to see if any similar interest exists for said property.

**Attachments:**

Atch 1: Lease Template

Atch 2: Proposed Location

**Desired Response:**

Please include the following information in your e-mail submission:

- Name and address of your organization
- Your point of contact, telephone number and e-mail address
- Amount of lease payment proposal
- Willingness to meet all requirements to lease the property

**Handling and Processing:**

This RFI is issued for planning purposes only and does not constitute a commitment, implied or otherwise, that a subsequent lease will be issued. No entitlement to payment by the Government of direct or indirect costs or charges will arise as a result of the preparation or submission of information. The Government shall not be liable for any direct or consequential damages for any improperly identified proprietary information.



**Response date:** (30 days from initial posting)

Responses to this RFI are preferred via e-mail and should be received no later than \_\_\_\_\_ . The Air Force reserves the right to review and consider any late submittals.

**Point of Contact Information:**

**Name, telephone number, email address**

**Classification Code:** X – lease or rental of facilities

**NAICS Code:** 531190 – Lessors of Other Real Estate Property



# Appendix 34 Competition or Waiver of Competition Checklist

A request memorandum, incorporating certain checklist items, must accompany each transaction. Items marked N/A must be explained.

1. All requirements for an outgrant lease. This competition or waiver is item 10 on that Checklist.	<input type="checkbox"/>
2. Completed RFQ (or RFI for mobile service provider lease) for competition.	<input type="checkbox"/>
3. Justification for waiver: Public benefit served. Competition unobtainable or incompatible with public benefit. Former owner or their tenant for agricultural lease. Lease to state, county, or local government agency, or public utility company.	<input type="checkbox"/>
4. Statement from Installation Commander that: "To the best of my knowledge and belief, no personnel of the Air Force, who is responsible for the proposed outgrant, has any present or anticipated personal or financial interest in the proposed outgrant and no such person has received any gift or gratuity in connection with the proposed outgrant."	<input type="checkbox"/>

*Reference AFI 32-9003*

*DISCLAIMER: This basic list of supporting documentation is provided as a quick reference only. It is not meant to be comprehensive for all projects, and additional information may be required. It is also not meant to replace the guidance found in the AFIs, which will always take precedence over this list.*



## Appendix 35 FMV Exception Checklist

A request memorandum, incorporating certain checklist items, must accompany each transaction. Items marked N/A must be explained.

1. All requirements for the outgrant (see appropriate checklists).	<input type="checkbox"/>
2. Justification for the exception.	<input type="checkbox"/>
3. Statement from Installation Commander that: "To the best of my knowledge and belief, no personnel of the Air Force, who are responsible for the proposed outgrant, have any present or anticipated personal or financial interest in the proposed outgrant and no such personnel have received any gift or gratuity in connection with the proposed outgrant."	<input type="checkbox"/>

*Reference AFI 32-9003*

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# Appendix 36 Waiver Valuations

A request memorandum, incorporating certain checklist items, must accompany each transaction. Items marked N/A must be explained.

1. All requirements for the outgrant (see appropriate checklist and include this checklist and these requirements).	<input type="checkbox"/>
2. Certificate of Qualifications showing the RPO is qualified to make the valuation.	<input type="checkbox"/>
3. Copy of outgrant instrument.	<input type="checkbox"/>
4. List of potential issues.	<input type="checkbox"/>
5. Work Plan.	<input type="checkbox"/>
6. Waiver Valuation Determination.	<input type="checkbox"/>
7. Waiver Valuation Summary Report.	<input type="checkbox"/>
8. Waiver Valuation Log.	<input type="checkbox"/>
9. Waiver Valuation Notes & Remarks.	<input type="checkbox"/>

*Reference AFI 32-9003*

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# Appendix 37 Moratorium Waiver Checklist

A request memorandum, incorporating certain checklist items, must accompany each transaction. Items marked N/A must be explained.

1. Purpose of proposed acquisition.	<input type="checkbox"/>
2. Proposed location, size in acres, estimated cost, and FY.	<input type="checkbox"/>
3. Map showing location of acquisition in relation to installation and any significant features including applicable mitigation, expansion, or exchange areas.	<input type="checkbox"/>
4. Alternatives considered.	<input type="checkbox"/>
5. Current status of acquisition process and funding.	<input type="checkbox"/>
6. Present and projected force structure.	<input type="checkbox"/>
7. Past and projected training load.	<input type="checkbox"/>
8. Public and political sensitivity.	<input type="checkbox"/>
9. Anticipated environmental impacts. (Note- waiver request should be made prior to NEPA compliance)	<input type="checkbox"/>
10. Existing and/or anticipated contamination on land to be acquired as a result of proposed use.	<input type="checkbox"/>
11. Impact on surrounding development and communities.	<input type="checkbox"/>
12. Future use of land to include any proposed construction with programming and funding timelines.	<input type="checkbox"/>
13. Benefits before and after acquisition to include quantified savings and cost avoidance.	<input type="checkbox"/>
14. Future viability of the installation to include any BRAC impacts which may affect acquisition.	<input type="checkbox"/>
15. Ultimate installation acquisition plan including current proposal.	<input type="checkbox"/>
16. Impact if project is not approved.	<input type="checkbox"/>
17. Urgency of acquisition.	<input type="checkbox"/>
18. If a proposed land exchange, impact of segmentation of inholdings on training or the installation resulting from sale or conveyance, estimated value of properties to be exchanged, why land to be sold or conveyed is considered excess, and benefit of exchange to DOD.	<input type="checkbox"/>

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# Appendix 38      McKinney Act Cover Memo

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## INSTALLATION LETTERHEAD

MEMORANDUM FOR AFCEC/CIT

FROM: Office Symbol  
 Address  
 Installation, State, Zip

SUBJECT: Quarterly McKinney-Vento Assistance Act Report

1. The following is submitted for the period DD MMM YYYY through DD MMM YYYY:

a. Newly Identified Properties: List or “None”

Installation: Name of installation

Facility No.: If you have several, annotate with “see Atch” and provide a Microsoft Excel spreadsheet

b. Previously reported properties that have had a change in status:

Building NNNNN reported as STATUS in the DD MMM YYYY *Federal Register* (Property No. MMMMMM) has been demolished.

Building PPPPP reported as STATUS in the DD MMM YYYY *Federal Register* (Property No. QQQQQQ) is no longer available.

If you have several, annotate with “see Atch” and provide a Microsoft Excel spreadsheet.

c. Previously Reported and Still Available Properties: List, “see Atch”, or “None”

2. POC is NAME, DUTY TITLE, DSN 123-4567, or email first.last@us.af.mil.

Sig Block

Atch(s):  
 Title V Property Survey(s) - for each newly reported property listed AND/OR



Microsoft Excel spreadsheet(s)

## Appendix 39 Congressional Notification Checklist

A request memorandum, incorporating certain checklist items, must accompany each transaction. Items marked N/A must be explained.

1. As much of the requirements for the outgrant (see those separate checklists and include this checklist and these requirements) as can be completed before Congressional notification.	<input type="checkbox"/>
2. Acquisition, Outgrant, or Disposal Report as required by statute (see appropriate appendix for examples).	<input type="checkbox"/>

*DISCLAIMER: This basic list of supporting documentation is provided as a quick reference only. It is not meant to be comprehensive for all projects, and additional information may be required. It is also not meant to replace the guidance found in the AFIs, which will always take precedence over this list.*



# Appendix 40 Example Acquisition Report

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DEPARTMENT OF THE AIR FORCE  
ACQUISITION REPORT NO: XXX

Submitted pursuant to Title 10, United States Code, Section 2662(e)

Name of Installation: Somewhere Air Force Base (SAFB), XX

Using Command: The MAJCOM, Somewhere Else AFB, XX

Interest to be Acquired: Leasehold Acquisition

Proposed Action: GSA Lease

Use: General Purpose Administrative

Estimated First Year Rent: \$760,000

Authorization: Title 10, United States Code, Section 2661

Appropriation: Annual Military Appropriations Act

1. The Department of the Air Force proposes to acquire by renewal a GSA lease for 40,000 net square feet of general purpose administrative space in the Humble Centre Building located in Somewhere, XX. The lease will be for five years at an estimated first-year cost of \$970,000 including operations, maintenance, and utilities.
2. The Air Force requires this lease to accommodate the XYZ team, who provides special capabilities, implements several programs, and manages several unique systems for the Air Force. Describe the action in enough detail for a complete evaluation.
3. The SAFB completed a space utilization study that revealed current facilities require renovation and additional facilities in order to properly align these functions. The projected timeline for the final unit to relocate back to SAFB in accordance with the Military Construction project is 2018.



# Appendix 41 Example Outgrant Report

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DEPARTMENT OF THE AIR FORCE  
OUTGRANT REPORT NO: XXX

Submitted pursuant to 10 USC § 2667(h)(3)

Name of Installation: Somewhere Air Force Base (SAFB), XX

Using Command: The MAJCOM, Somewhere Else AFB, XX

Property Description: 15.48 Acres

Date of Acquisition: 1958

Original Acquisition Cost: Land: \$1,928  
Title: Air Force owns land in fee

Interest: Lease (DACAXX-X-XX-XXX)

Proposed Action: Air Force lease renewal to (the lessee), Hometown and State, for (type of use) purposes.

Authorization: 10 USC § 2667(a)

1. (Lessee) currently has a lease for 15.48 acres of real property located on SAFB. (Lessee) constructed and furnished buildings on the property for (type of use) purposes. The lease will expire 31 January 2014 and the (Lessee) has a continuing need for the property. FMV consideration will be charged in accordance with AFI 32-9003. The Lease property is currently underutilized and is available for an outgrant lease term of five years.
2. The Air Force used competition to select the lessee.



# Appendix 42 Example Disposal Report

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DEPARTMENT OF THE AIR FORCE  
DISPOSAL REPORT NO: XXX

Submitted pursuant to Title 10, United States Code, Section 2662(a)(5)

Name of Installation: Somewhere Air Force Base (SAFB), XX  
 Using Command: The MAJCOM, Somewhere Else AFB, XX  
 Former Use: (Previous Air Force use)  
 Interest: Fee (or other interest)  
 Area: 7.897 acres  
 Original Cost: Land: \$ 258.63  
 Improvements: \$7,166,574.00  
 Total: \$7,166,832.63

Original Acquisition Date: 23 October 1941

Proposed Action: Report to General Services Administration as excess real property.

Authorization: Public Law 108-375 Section 2873. Federal Property and Administrative Services Act of 1949 (63 Stat. 377).

1. The Department of the Air Force proposes to dispose of the property known as the (name the parcel), consisting of Buildings (building numbers), located on the Somewhere Air Force Base, XX.
2. The Air Force acquired the property in 1941 by direct purchase from four private landowners. Building XXX was originally constructed as a laboratory facility in 1955. Building XXX annex was constructed in 1964 and Building XXX annex was constructed in 1967. Somewhere Air Force Base utilized these facilities until July 2013. There is no Air Force requirement for the property and the Air Force has no plans to acquire any property in this area in the foreseeable future. The property has been screened for possible use by all Department of Defense activities and there is no requirement.
3. The Air Force holds the 7.897 acres in fee.



# Appendix 43      Redelegation of Authority

## Checklist

A request memorandum, incorporating certain checklist items, must accompany each transaction. Items marked N/A must be explained.

1. Justification for the request.	<input type="checkbox"/>
2. Installation legal review.	<input type="checkbox"/>
3. Cite authority based on existing USCs or special legislation.	<input type="checkbox"/>
4. Supporting documentation (maps, third-party requests, BBP, etc.).	<input type="checkbox"/>
5. Existing and requested redelegation.	<input type="checkbox"/>
6. Date redelegation required.	<input type="checkbox"/>
7. MAJCOM endorsement.	<input type="checkbox"/>

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## Appendix 44 Installations

Reporting Command	Installation	Name
ACC	AAWZ	ACC ACQUISITION MANAGEMENT AND INTEGRATION CENTER (AMIC)
ACC	BAEY	BEALE AIR FORCE BASE
ACC	FBNV	DAVIS-MONTHAN AIR FORCE BASE
ACC	FNWZ	DYESS AIR FORCE BASE
ACC	FXBM	ELLSWORTH AIR FORCE BASE
ACC	KWRD	HOLLOMAN AIR FORCE BASE
ACC	MUHJ	LANGLEY AIR FORCE BASE
ACC	QSEU	MOODY AIR FORCE BASE
ACC	QYZH	MOUNTAIN HOME AIR FORCE BASE
ACC	RKMF	NELLIS AIR FORCE BASE
ACC	SGBP	OFFUTT AIR FORCE BASE
ACC	VKAG	SEYMOUR JOHNSON AIR FORCE BASE
ACC	VLSB	SHAW AIR FORCE BASE
ACC	XLWU	TYNDALL AIR FORCE BASE
AETC	AGGN	ALTUS AIR FORCE BASE
AETC	EEPZ	COLUMBUS AIR FORCE BASE
AETC	JBSF	JOINT BASE SAN ANTONIO - FORT SAM HOUSTON
AETC	JCGU	GOODFELLOW AIR FORCE BASE
AETC	MAHG	KEESLER AIR FORCE BASE
AETC	MPLS	JOINT BASE SAN ANTONIO - LACKLAND AIR FORCE BASE
AETC	MXDP	LAUGHLIN AIR FORCE BASE
AETC	NUEX	LUKE AIR FORCE BASE
AETC	PNQS	MAXWELL AIR FORCE BASE
AETC	TYMX	JOINT BASE SAN ANTONIO - RANDOLPH AIR FORCE BASE
AETC	VNVP	SHEPPARD AIR FORCE BASE
AETC	XTLF	VANCE AIR FORCE BASE
AFDW	AJXF	JOINT BASE ANDREWS-NAVAL AIR FACILITY WASHINGTON
AFGSC	AWUB	BARKSDALE AIR FORCE BASE
AFGSC	GHLN	FRANCIS E WARREN AIR FORCE BASE
AFGSC	NZAS	MALMSTROM AIR FORCE BASE
AFGSC	QJVF	MINOT AIR FORCE BASE
AFGSC	YWHG	WHITEMAN AIR FORCE BASE
AFMC	ANZY	ARNOLD AIR STATION
AFMC	FSPM	EDWARDS AIR FORCE BASE



Reporting Command	Installation	Name
AFMC	FTFA	EGLIN AIR FORCE BASE
AFMC	KRSM	HILL AIR FORCE BASE
AFMC	MHMY	KIRTLAND AIR FORCE BASE
AFMC	MXRD	HANSCOM AIR FORCE BASE
AFMC	TTQK	PRODUCTION FLIGHT TEST INSTL AF PLANT 42, includes AF Plants 4, 6, 44, and 59
AFMC	UHHZ	ROBINS AIR FORCE BASE
AFMC	WWYK	TINKER AIR FORCE BASE
AFMC	WZVV	TONOPAH AUXILIARY AIRFIELD ANNEX
AFMC	ZHTV	WRIGHT PATTERSON AIR FORCE BASE
AFR	CTGB	GRISSOM AIR RESERVE BASE
AFR	DDPM	CARSWELL AIR RESERVE STATION
AFR	FGWB	DOBBINS AIR RESERVE BASE
AFR	JLSS	PITTSBURGH IAP-AIR RESERVE STN
AFR	KYJM	HOMESTEAD AIR RESERVE BASE
AFR	PDPG	MARCH AIR RESERVE BASE
AFR	QJKL	MINNEAPOLIS-ST PAUL IAP-AIR RESERVE STN
AFR	RVKQ	NIAGARA FALLS IAP-AIR RESERVE STATION
AFR	YTPM	WESTOVER AIR RESERVE BASE
AFR	ZQEL	YOUNGSTOWN-WARREN REGIONAL AIRPORT ARS
AFSOC	CZQZ	CANNON AIR FORCE BASE
AFSPC	ACJP	LOS ANGELES AIR FORCE BASE
AFSPC	CRWU	BUCKLEY AIR FORCE BASE
AFSPC	DXEB	CLEAR AIR FORCE STATION
AFSPC	GLEN	SCHRIEVER AIR FORCE BASE
AFSPC	SAXC	CHEYENNE MOUNTAIN AIR FORCE STATION
AFSPC	SXHT	PATRICK AIR FORCE BASE
AFSPC	TDKA	PETERSON AIR FORCE BASE
AFSPC	WMSJ	ONIZUKA AIR FORCE STATION
AFSPC	WWCX	THULE AIR BASE
AFSPC	XUMU	VANDENBERG AIR FORCE BASE
AMC	DKFX	CHARLESTON AIR FORCE BASE
AMC	FJXT	DOVER AIR FORCE BASE
AMC	GJKZ	FAIRCHILD AIR FORCE BASE
AMC	JFSD	GRAND FORKS AIR FORCE BASE
AMC	NKAK	LITTLE ROCK AIR FORCE BASE
AMC	NVZR	MACDILL AIR FORCE BASE
AMC	PRQE	MCCONNELL AIR FORCE BASE
AMC	PTFL	MCGUIRE AIR FORCE BASE



Reporting Command	Installation	Name
AMC	VDYD	SCOTT AIR FORCE BASE
AMC	XDAT	TRAVIS AIR FORCE BASE
ANG	AQRC	ATLANTIC CITY INTERNATIONAL AIRPORT
ANG	ATQZ	FORT WAYNE INTERNATIONAL AIRPORT
ANG	AXQD	BARNES MUNICIPAL AIRPORT ANG
ANG	BKTZ	NASHVILLE INTERNATIONAL AIRPORT
ANG	BRKR	BIRMINGHAM INTERNATIONAL AIRPORT
ANG	BXRH	BOISE AIR TERMINAL (ANG)
ANG	CEKT	BRADLEY INTERNATIONAL AIRPORT (ANG)
ANG	CURZ	BURLINGTON INTERNATIONAL AIRPORT (ANG)
ANG	CVVM	BYRD FIELD
ANG	CYUX	CAMP MABRY AIR NATIONAL GUARD STATION
ANG	DCFT	ABRAHAM LINCOLN CAPITAL AIRPORT
ANG	DJCF	CHANNEL ISLANDS ANG STATION
ANG	DPEZ	CHEYENNE REGIONAL AIRPORT
ANG	EAZP	MIDDLE GEORGIA REGIONAL AIRPORT (ANG)
ANG	ERVD	CAMP PENDLETON MILITARY RESERVATION(ANG)
ANG	ETRD	CAMP MURRAY ANG STATION
ANG	EUBC	CAMP PERRY ANG STATION
ANG	FAKZ	MONTGOMERY REGIONAL AIRPORT (ANG) BASE
ANG	FFAN	DES MOINES INTERNATIONAL AIRPORT ANG
ANG	FJRP	CHARLOTTE/DOUGLAS INT AIRPORT (ANG)
ANG	FKNN	BANGOR INTERNATIONAL AIRPORT (ANG)
ANG	FMKM	DULUTH INTERNATIONAL AIRPORT (ANG)
ANG	FWJH	ELLINGTON FIELD
ANG	GUQE	FORBES FIELD ANG
ANG	HAAW	HANCOCK FIELD ANG
ANG	HAYW	FRESNO YOSEMITE INTERNATIONAL
ANG	HKRZ	FORT SMITH MUNICIPAL AIRPORT ANG
ANG	HTUV	GENERAL MITCHELL INTERNATIONAL APT (ANG)
ANG	JKSE	GREAT FALLS IAP ANG
ANG	JLQN	GENERAL WAYNE A. DOWNING PEORIA INTERNATIONAL AIRPORT (ANG)
ANG	JLSQ	PITTSBURGH INTERNATIONAL AIRPORT (ANG)
ANG	JLWS	NEW CASTLE COUNTY AIRPORT
ANG	JTVE	GULFPORT-BILOXI REGIONAL AIRPORT (ANG)
ANG	KJAQ	KLAMATH FALLS AIRPORT-KINGSLEY FIELD
ANG	KKGA	HECTOR INTERNATIONAL AIRPORT (ANG)
ANG	KLZA	HENSLEY FIELD AIR NATIONAL GUARD STATION
ANG	LDXF	HULMAN REGIONAL AIRPORT



Reporting Command	Installation	Name
ANG	LKLW	FT INDIANTOWN GAP ANG STATION
ANG	LRXQ	JACKSON INTERNATIONAL AIRPORT
ANG	LSGA	JACKSONVILLE IAP ANG
ANG	LTUY	JEFFERSON BARRACKS ANG STATION
ANG	LUXC	JOE FOSS FIELD ANG
ANG	LYBH	YEAGER AIRPORT ANG
ANG	MABE	KEAUKAHA MILITARY RESERVATION
ANG	MBMV	W K KELLOGG AIRPORT
ANG	MDVL	KEY FIELD AIR NATIONAL GUARD
ANG	MLRV	TED STEVENS ANCHORAGE IAP (ANGB)
ANG	MSQB	LAMBERT ST LOUIS IAP ANG
ANG	NGCB	LINCOLN MUNICIPAL AIRPORT (ANG)
ANG	NLZG	RICKENBACKER INTERNATIONAL AIRPORT (ANG)
ANG	PBXP	179th AIRLIFT WING OHIO ANG
ANG	PJMS	MARTIN STATE AIRPORT ANG
ANG	PJVY	EWVRA SHEPHERD FIELD ANG
ANG	PSTE	MCENTIRE JOINT NATIONAL GUARD BASE
ANG	PSXE	MCGHEE TYSON AIRPORT
ANG	PYKL	MEMPHIS INTERNATIONAL AIRPORT
ANG	QMSN	MOFFETT FLD ANG
ANG	RQLH	NAS JOINT RESERVE BASE, NEW ORLEANS LA
ANG	RZJQ	NORTH HIGHLANDS ANG STATION
ANG	SCLT	SOUTHERN CALIFORNIA LOGISTICS AIRPORT
ANG	SHYQ	HARRISBURG IAP
ANG	SPBN	OTIS AIR NATIONAL GUARD BASE
ANG	SZCQ	PEASE INTERNATIONAL TRADEPORT
ANG	TDVG	ALPENA COUNTY REGIONAL AIRPORT
ANG	TQKD	PORTLAND INTERNATIONAL AIRPORT
ANG	TUMR	LUIS MUNOZ MARIN INTERNATIONAL AIRPORT
ANG	TWLR	QUONSET STATE AIRPORT ANG
ANG	UCTL	RENO TAHOE INTERNATIONAL AIRPORT
ANG	ULYB	ROSECRANS MEMORIAL AIRPORT/139 AG
ANG	USEB	SALT LAKE CITY INTERNATIONAL AIRPORT ANG
ANG	VBDZ	SCHENECTADY COUNTY AIRPORT ANG
ANG	VGLZ	SELFRIIDGE ANG BASE
ANG	VSSB	SIOUX GATEWAY AP/COL. BUD DAY FIELD(ANG)
ANG	VTNB	SKY HARBOR INTERNATIONAL AIRPORT
ANG	VUBV	SMOKY HILL ANG RANGE
ANG	VZBT	SPOKANE INTERNATIONAL APT ANG



Reporting Command	Installation	Name
ANG	WAAR	SPRINGFIELD BECKLEY MUNICIPAL AIRPORT
ANG	WEAS	LOUISVILLE INTERNATIONAL AIRPORT - STANDIFORD FIELD
ANG	WHAY	STEWART INTERNATIONAL AIRPORT
ANG	WKVB	FRANCIS S GABRESKI AIRPORT (ANG)
ANG	WYTD	TOLEDO EXPRESS AIRPORT ANG
ANG	XDQU	SAVANNAH/HILTON HEAD INTERNATIONAL AP
ANG	XGFG	TRUAX ANG BASE
ANG	XHEA	TUCSON INTERNATIONAL AIRPORT
ANG	XHZG	AIR NATIONAL GUARD BASE IAP
ANG	YAQF	VOLK ANG BASE
ANG	YZEU	WILL ROGERS WORLD AIRPORT
ANG	ZAWA	HORSHAM AGS
PAF	FTQW	EIELSON AIR FORCE BASE
PAF	FXSB	JOINT BASE ELMENDORF-RICHARDSON
PAF	LXEZ	KADENA AIR BASE
PAF	MLWR	KUNSAN AIR BASE
PAF	QKKA	MISAWA AIR BASE
PAF	SMYU	OSAN AIR BASE
PAF	VNMH	EARECKSON AIR STATION
PAF	ZNRE	YOKOTA AIR BASE
USAF	XQPZ	USAF ACADEMY
USAFE	AEDY	RAF ALCONBURY
USAFE	ASHE	AVIANO AIR BASE
USAFE	EXSW	RAF CROUGHTON
USAFE	GKVB	RAF FAIRFORD
USAFE	LJYC	INCIRLIK AIR BASE ADANA
USAFE	MQNA	LAJES FIELD
USAFE	MSET	RAF LAKENHEATH
USAFE	MWHL	RAF MENWITH HILL
USAFE	QFQE	RAF MILDENHALL
USAFE	QUUG	MORON AIR BASE
USAFE	TYFR	RAMSTEIN AIR BASE
USAFE	VYHK	SPANGDAHLEM AIR BASE



# Appendix 45 Former Air Force Installations

Former Air Force Installations			
NAME	LOCATION	STATUS	NOTES
Albrook AFB	Balboa, Panama	Closed in 1997	Later Albrook AFS
Alexandria AFB	Alexandria, LA	Closed 1992	Renamed England AFB
Almaden AFS	Mount Umunhum, CA	Closed in 1980	
Amarillo AFB	Amarillo, TX	Closed 1 Jan 1969	Now Rick Husband Amarillo International Airport
Amchitka AFB	Amchitka Island, AK	Closed 13 Jan 48	Amchitka AAB renamed Amchitka AFB
Anniston AFB	Eastaboga, AL	Closed 1952	Is now the Talladega Superspeedway
Antigua Aux. AFB,	British West Indies	Now Antigua AS	Northeast shore of Antigua Island, near St. Johns; on part of the former Coolidge AFB, later and still open as Antigua AS
Ardmore AFB	Ardmore, OK	Closed 1959	
Ascension Aux. AFB	Ascension Island, UK	Now Ascension AS	Leased from the British Government in 1956, "Wideawake Field" from 1943-45
Ashiya AFB	Occupied Japan		
Atkinsion AFB	British Guiana		
Atterbury AFB	Columbus, IN	Closed 1 Nov 5	Atterbury AAF renamed Atterbury AFB, 13 Jan 48; renamed Bakalar AFB
Avon Park AFB	Avon Park, FL		Avon Park AAF renamed Avon Park AFB, 13 Jan 48; part merged with Avon Park AF Range in 1956
Bainbridge AB	Bainbridge, GA	1951-61	
Bakalar AFB	Columbus, IN	Closed 1970	ex-Atterbury AFB
Barking Sands AFB	Hawaii	Renamed Bonham AFB, 8 May 1953	
Bartow AB	Bartow, FL	1951-61	
Beane AFB,	St. Lucia (Caribbean)	1941-1949	Now Hewanorra International Airport
Bellows AFB	Oahu, HI	Renamed Bellows AFS in 1958	Bellows AFS is mostly a recreations area, still active.
Benjamin Harrison AFB	Indianapolis, IN	Returned to Army in 1950	Ex-Ft. Benjamin Harrison, closed September 1995



NAME	LOCATION	STATUS	NOTES
Bergstrom AFB	Austin, TX	Closed 1993	Part to ARS in 1993, Bergstrom ARS closed September 1996. Now Austin-Bergstrom International Airport
Big Delta AFB	Big Delta, AK	To Army 1948	
Big Spring AFB	Big Spring, TX	Renamed Webb AFB, 1952	
Biggs AFB	El Paso, TX	Inactivated 1966; to Army, 1973	Transferred to the US Army and renamed Biggs Army Airfield at Fort Bliss
Bitburg AB	Germany	Became Bitburg Communication Annex	
Blytheville AFB	Blytheville, AR	Closed 1992	Renamed Eaker Air Force Base in 1988, closed 1992, now Arkansas International Airport
Bong AFB	Brighton, Kenosha County, Wisconsin	Never Completed	Construction ceased on 1 Oct 1959, deactivated on December 1, 1959, land sold to Wisconsin
Bonham AFB	Kauai, HI	To Navy in 1964	ex-Barking Sands AFB, renamed Bonham AFS, then to Navy in 1964
Brookley AFB	Mobile, AL	Closed 1969	
Brooks AFB	San Antonio, TX	Closed 2002	Deeded to the Brooks Development Authority July 2002, with the Air Force missions leaving in March, 2010.
Bryan AFB	Bryan, TX	Closed 1958	
Buckingham AFB	Ft. Myers, FL	Never existed	Designated in 1955, abandoned while under construction on site of WW II-era Buckingham Field
Bunker Hill AFB	Peru, IN	Renamed Grissom AFB 1968	Started as Naval Air Station Bunker Hill in 1942, To Air Force in 1952, Became Grissom ARB 1 Oct, 1994
Cambria AFS	Cambria, CA	Closed 1979	Now USCG NAVTEX
Camp Hood AFB	Killeen, TX	Renamed Gray AFB, 1949	To Army in 1963.
Campbell AFB	Ft. Campbell, KY	To Army 1959	
Carlsen AFB	Trinidad	To Navy on 28 May 1949	Navy closed the base on 10 January 1950.



NAME	LOCATION	STATUS	NOTES
Carswell AFB	Ft. Worth, TX	Closed 1993	ex-Griffiss AFB. to AF Reserves, then to Navy. Became Carswell ARS September 30, 1993, and NAS Fort Worth Joint Reserve Base (Carswell Field) September 1994.
Casper AFB	Casper, WY	Transferred to GSA 1952	
Castle AF	Merced, CA	Closed 1995	Now Castle Airport
Chanute AFB	Rantoul, IL	Closed 1993	
Chatham AFB	Savannah, GA	Closed 1950	The City of Savannah traded Hunter Field, then a municipal airport, for the smaller Chatham.
Chennault AFB	Lake Charles, LA	Closed 1963	ex-Lake Charles AFB
Cheyenne Mountain AFB	Colorado Springs, CO	Became AFS, 4 February 2000	Renamed Cheyenne Mountain AS in 1994 and Cheyenne Mountain AFS, 4 February 2000; ex-Cheyenne Mountain Complex.
Ching Chuan Kang AB	Taiwan	Closed 1979	Closed 1979 after US recognized the PRC; turned over to the Republic Of China Air Force, i.e., Taiwan
Clark AFB	Philippines	To Clark AB in 1957	
Clark AB	Philippines	Closed 1991	
Clinton County AFB	Wilmington, OH	Closed 1971	Now the main hub for DHL's US freight operations, DHL Airpark
Clinton-Sherman AFB	Clinton, OK	Closed 1970	Now Clinton-Sherman Industrial Airpark
Clovis AFB	Clovis, NM	8 June, 1957 became Cannon AFB	1943 Clovis Army Airfield, de-Activated in 1946, re-Activated in 1947, became Clovis AFB in 1948 in Stand-By status, to Active status in 1950
Columbia Falls AFS	Columbia Falls, MA		An ACC over the horizon backscatter radar station. OTH-B radar shut down in Oct 1997. May 2011 - site is being sent to GSA for disposal.



NAME	LOCATION	STATUS	NOTES
Congaree AFB	Congaree, SC	Became McEntire ANGB, 1961	Congaree AB transferred from Navy to USAF and renamed Congaree AFB, 1955; Congaree ANGB, 1960; became McEntire ANGB, 1961
Connally AFB	Waco, TX	Closed 1968	ex-Waco AFB, renamed James Connally AFB
Coolidge AFB	Antigua	Now Antigua Radar Station	Became Coolidge International Airport
Cooke AFB	Lompoc, CA	4 October 1958, renamed Vandenberg AFB	1941 Camp Cooke, WWII POW Prison/ Disciplinary Barracks transferred to Bureau of Prisons 1959 by Army, AF acquired balance from Army in June, 1957
Craig AFB	Selma, AL	Closed 1977	
Davis AFB	Adak, AK	To Navy in 1950	NAS Adak, later NAF Adak, closed 1998
Dillingham AFB	Oahu, HI	To Army in 1975	To Army as Dillingham Military Reservation in 1975; Dillingham Airfield, located on Dillingham Military Reservation, operates as civil airport under agreement
Dobbins AFB	Marietta, GA	To AFRes in 1968	Later became Dobbins ARB. Ex-Marietta AFB
Donaldson AFB	Greenville, SC	Closed 1964	
Dow AFB	Bangor, ME	Closed 1968	Now Bangor International Airport and Dow Air National Guard Base
Eaker AFB	Blytheville, AR	Closed 1992	ex-Blytheville AFB, Now Arkansas International Airport
Edward Gary AFB	San Marcos, TX	To Army 1956	ex-San Marcos AFB, ex-Gary AFB
Eglin Auxiliary Field # 9	Mary Esther, FL	Now Hurlburt Field	
Ellington AFB	Houston, TX	Closed 1978	Part went to ANG
England AFB	Alexandria, LA	Closed 1992	ex-Alexandria AFB
Ent AFB	Colorado Springs, CO	Closed 1976	Was Colorado Springs Tent Camp from 1943 to 1949. Renamed Ent AFB in 1949, and Ent Annex, 1975.
Ephrata AFB	Ephrata, WA	To US Army 1950	
Ernest Harmon AFB	Newfoundland	Closed December 1966	



NAME	LOCATION	STATUS	NOTES
Ethan Allen AFB	Burlington, VA	Closed 1960	ex-Ft. Ethan Allen.
Fairfield-Suisun AFB	Fairfield, CA	Became Travis AFB 20 April 1951	Began June, 1942 as an Army Air Base, to Air Force 1 June, 1948
Forbes AFB	Topeka, KS	Closed 1973	Part went to ANG. Ex-Topeka AFB
Foster AFB	Victoria, TX	Closed 1958	
France AFB	Panama, Canal Zone	Closed 1949	
Ft. Worth AFB	Fort Worth, TX	Renamed Carswell AFB, 1948	
Fuchu AS	Fuchu, Tokyo, Japan	Closed 1974	Closed and returned to Japanese government in 1974
Galena AFB	Galena, AK	Closed 1948	Became Galena Airport
Gary AFB	San Marcos, TX	To Army 1956	Ex-San Marcos AFB, renamed Edward Gary AFB in 1955
Geiger Field	Spokane, WA	Closed 1945	Now Spokane International Airport
Gentile AFS	Dayton, OH	Closed 1996	
George AFB	Victorville, CA	Closed 1992	ex-Victorville AFB
George Wright AFB	Spokane, WA	Closed 1954	ex-Ft. George Wright
Glasgow AFB	Glasgow, MT	Closed 1976	1957-68. Reactivated 1972-76, as SAC dispersal base, and as an Army Safeguard ABM depot supporting construction of a second ABM complex northwest of Malmstrom AFB, which was not completed.
Godman AFB	Louisville, KY	To Army 1954	
Graham AB	Marianna, FL	1952-61	
Grandview AFB	Kansas City, MO	Renamed Richards-Gebaur AFB	ex-Grandview Airport
Gray AFB	Killeen, TX	To Army in 1963	Now part of Fort Hood
Great Falls AFB	Great Falls, MT	Became Malmstrom AFB June 15th, 1956	1942 Great Falls Army Air Base, to Air Force in Sept. 1947
Greenville AFB	Greenville, SC	Closed 1964	Renamed Donaldson AFB
Grenier AFB	Manchester, NH	Closed 1966	closed 1949, reopened 1951, renamed Grenier Field 1959. New Boston AFS occupies a part of former Grenier bombing range.



NAME	LOCATION	STATUS	NOTES
Griffiss AFB	Ft. Worth, TX	Closed 1993	Renamed Carswell AFB 1948, Closed 1993, to AF Reserves, then to Navy. Became Carswell ARS September 30, 1993, and NAS Fort Worth Joint Reserve Base September 1994)
Griffiss AFB	Rome, NY	Closed 1995	ex-Rome AFB. Rome Laboratory, the Northeast Air Defense Sector and the 485th Electronic Installation Group remain.
Gunter AFB	Montgomery, AL	Gunter Annex in 1992	Renamed Gunter AFS in 1973; Gunter AFB again, in 1988 or 89; then Maxwell AFB, Gunter Annex, in 1992.
Hahn AB	Germany	Closed 1993	Small for communications site remains.
Hamilton AFB	Novato, CA	Closed 1976	Airfield to Army as Hamilton AAF, housing to Navy; both closed in mid-1990s.
Hancock Field	Hancock, NY	Closed 1984	Ex-Syracuse AFS. the base was closed in 1984 with the housing transferred to Griffiss AFB
Harlingen AFB	Harlingen, TX	Closed 1962	Now Valley International Airport
Harmon AFB	Guam	Closed 1949	Housing to Andersen AFB
Hawes Radio Relay Site	Hinkley, CA	Deactivated in 1986	A hardened SAC communication site
Hellenikon AB	Greece	Closed 1993	
Hobbs AFB	Hobbs, NM	Closed 1951	Now Lea County Regional Airport
Homestead AFB	Homestead, FL	Renamed Homestead ARB 1994	Destroyed by Hurricane Andrew in 1992, reopened 1994 as Homestead ARB
Hondo AB	Hondo, TX	1951-1958	
Horham AFB	Horham, England	Closed 1948	
Howard AFB	Canal Zone, Panama	Closed in 1999	
Hunter AFB	Savannah, GA	To Army 1967	Became Hunter AAF @ Fort Stewart
Indian Springs AFB	Indian Springs, NV	Renamed Indian Springs Aux Field, 1964	ex-Indian Springs AP.
Iraklion AS	Iraklion, Crete, Greece	Oct 1954 – 30 SEP 1993	Transferred back to the government of Greece.



NAME	LOCATION	STATUS	NOTES
James Connally AFB	Waco, TX	Closed 1968	GSA conveyed to State of Texas. Ex-Waco AFB, aka Connally AFB.
Johnston Atoll AFB	Johnston Atoll	Transferred to USF&W 2011	ex-Johnston Island AFB; remained Air Force while Johnston Atoll was operated by DOE for chemical weapons disposal
Johnston Atoll Airfield	Johnston Atoll	Closed 2003	
Johnston Island AFB	Johnston Atoll	Closed 2003	
K.I. Sawyer AFB	Marquette County, MI	Closed 1995	
Kalkaska AFB	Kalkaska, MI	Never opened	Originally planned in 1954 to be built at Traverse City, MI congressional politics intervened and site changed to a location near Cadillac. Changed again to a site near Kalkaska where construction was started. This site was designated Kalkaska AFB in December 1955. A few months later the site was changed to a location in Manistee County where the project was abandoned.
Kashiwa Com. Station	Kashiwa, Chiba, Japan	Closed 1975	Returned to Japanese government 1979, was also Camp Tomlinson
Kaufbeuren AFB	occupied Germany		
Kearney AFB	Kearney, NE	Closed 1949	
Kelly AFB	San Antonio, TX	Closed July 2001	Runway to Lackland AFB as Kelly Field Annex
Kimpo AB	occupied Korea		aka K-14
Kincheloe AFB	Kinross, MI	Closed 1977	ex-Kinross AFB
Kindley AFB	Bermuda	Transferred to Navy, July 1, 1970	NAS Bermuda closed in 1995
Kingsley Field	Klamath Falls, OR	Closed 1978	Now Kingsley Field Oregon ANG, 173 Fighter Wing
Kinross AFB	Kinross, MI	Renamed Kincheloe AFB	Closed 1977
Kinston Air Field	Kinston, NC	1951-53	Renamed Stallings AB in 1953 and closed in 1957
Kwangju AB	Kwanju, South Korea	Returned to S. Korea 1991	Used by USAF in 1968 for USS Pueblo crisis response, now Gwangju Airport



NAME	LOCATION	STATUS	NOTES
Ladd AFB	Fairbanks, AK	To Army January 1, 1961	Became Ft. Wainwright
Lake Charles AFB	Lake Charles, LA	Renamed Chennault AFB	
Landsberg AFB	Germany	Returned to Germany, 1958	
Laredo AFB	Laredo, TX	Closed 1973	
Larson AFB	Moses Lake, WA	Closed 1966	ex-Moses Lake AFB, now Grant County International Airport
Lawson AFB	Columbus, GA	To Army 1954	
Limestone AFB	Limestone, ME	Renamed Loring AFB	
Lincoln AFB	Lincoln, NE	Closed 1966	
Lindsey Air Station	Wiesbaden, Germany	Closed 1993	
Lockbourne AFB	Columbus, OH	Renamed Rickenbacker AFB	
Lookout Mountain AFS	Hollywood, CA	Closed 1969	
Loring AFB	Limestone, ME	Closed 1994	ex-Limestone AFB
Lowry AFB	Denver, CO	Closed 1994	
Lubbock AFB	Lubbock, TX	Renamed Reese AFB 1949	Closed 1997
Lufkin Radar Base	Lufkin, TX	Closed late 1950's	Became Lufkin State Supported Living Center 1961
Makah AFS	Neah Bay, WA	Closed 1988	255 acres. Became a radar site in Nov 1950, former WWII artillery spotting post created in 1942.
Malden AFB	Malden, MO	Closed 1960 July 22	now Malden Regional Airport
Marana AB	Marana, AZ	1951-57	
March AFB	Riverside, CA	To AF Reserves in 1996	Now March ARB
Marietta AFB	Marietta, GA	Renamed Dobbins AFB	
Marks AFB	Nome, AK	Closed 1950	Marks AFB shared the airfield with Nome Airport.
Matagorda Island AFB	Corpus Christi, TX	Closed 1975	Transferred to Department of Interior as a wildlife refuge
Mather AFB	Sacramento, CA	Closed 1993	
McAndrew AFB	Argentia, Newfoundland	To Navy 1955	Naval installation closed September 1994



NAME	LOCATION	STATUS	NOTES
McClellan AFB	Sacramento, CA	Closed July 13, 2001	
McCoy AFB	Orlando, FL	Closed 1974	ex-Pinecastle AFB, part to USN as Naval Training Center as McCoy Annex. See also Orlando AFB. Now Orlando International Airport
Minot AFS	Minot, ND	Closed September 1979	Not to be confused with Minot Air Force Base, which is still operational.
Mitchel AFB	Hempstead, NY	Closed 1961	Navy operated housing, and BX, DCA commissary since then, for a few years in the early 1990s as Mitchel Annex, Naval Station New York. Often misspelled "Mitchell".
Montauk AFS	Montauk, NY	Closed in 1980	GSA disposed of the property February 8, 1984
Moore Field	Mission, TX	Closed in 1961	Renamed Moore AB at the end of 1955
Moses Lake AFB	Moses Lake, WA	Renamed Larson AFB, 1950	
Myrtle Beach AFB	Myrtle Beach, SC	Closed 1993	Now Myrtle Beach International Airport
Naknek AFB	Naknek, AK	Closed 1948	Later named King Salmon Airport
Nenana AFB	Nenana, AK	Closed Mar 1948	Abandoned while under construction, a series of earthquakes revealed a fault beneath the runway and the project was cancelled.
Newark AFB	Heath, OH	Closed 1996	ex-Heath Maintenance Annex, ex-Newark AFS
Newcastle AFB	New Castle County, DE	To Newcastle County, 1951	
North Guam AFB	Guam	Renamed Andersen AFB	
North Truro AFS	North Truro, MA	Closed 1985	
Northwest Guam AFB	Guam	Now part of Anderson AFB	
Norton AFB	an Bernardino, CA	closed 1994	ex-San Bernardino AFB, Now San Bernardino International Airport



NAME	LOCATION	STATUS	NOTES
Olmsted AFB	Harrisburg, PA	Closed 1968	Presently Harrisburg International Airport and Air National Guard Base for Pennsylvania Air National Guard
Onizuka AFB	Sunnyvale, CA	Closing under BRAC 05	Renamed Onizuka AS, January 24, 1994; Onizuka AFS, February 4, 2000; Ex-Sunnyvale AFS, Onizuka AFS.
Orlando AFB	Orlando, FL	Closed 1967	Part to USN as Naval Training Center, which closed in April 1999
Oscoda AFB	Oscoda, MI	Renamed Wurtsmith AFB	
Otis AFB	Falmouth, MA	Closed 1973	Part to ANG and later became Otis ANGB. Part to CGAS Cape Cod and to Cape Cod AFS. Base housing to CGAS which maintains it for all services
Oxnard AFB	Camarillo, CA	Closed 1969	
Paine AFB	Everett, WA	Paine Field ANG Station, 1972	WWII field reactivated as Paine Field, April 1951. Renamed Paine AFB November 1951. Renamed Paine Field in 1959. Transferred to ANG as Paine Field ANG Station in 1972.)
Palm Beach AFB	West Palm Beach, FL	Closed 1962	WW II-era Morrison Field
Parks AFB	Pleasanton, CA	Closed 1959	Part went to National Guard
Pease AFB	Portsmouth, NH	Closed 1991	Part went to ANG. Ex-Portsmouth AFB
Pepperell AFB	St. John's, Newfoundland	Closed August 1961	
Perrin AFB	Denison, TX	Closed 1971	Now Grayson County Airport
Peterson Field	Colorado Springs, CO	Renamed Peterson AFB 1975	
Pinecastle AFB	Orlando, FL	Closed 1974	Renamed McCoy AFB
Pittsburgh AFB	Pittsburgh, PA	Now Pittsburgh ARB	Now Pittsburgh International Airport and Pittsburgh Air Reserve Base for Air Force Reserve Command and the Pennsylvania Air National Guard
Plattsburgh AFB	Plattsburgh, NY	Closed 1995	



NAME	LOCATION	STATUS	NOTES
PM-1 Nuclear Power Plant (also called Sundance AFS)	Sundance, WY	Sundance AFS Opened 1962, Closed 11 April 1968	The power plant had served as Aerospace Defense Command's prime nuclear power source for the 731st Radar Squadron, which had ceased operations at the site.
Pocatello AFB	Pocatello, ID	Closed 1948	
Point Arena AFS	Point Arena, CA	1951 - 1980, For Sale	Remote location, lead paint and asbestos have limited interest in the property
Point Spencer AFB	Seward, AK	Closed 1948	
Portsmouth AFB	Portsmouth, NH	Renamed Pease AFB	
Presque Isle AFB	Presque Isle, ME	Closed 1961	Base housing was retained by Loring AFB
Prince Sultan AB	Saudi Arabia	USAF departed in 2003	Remains a Royal Saudi Air Force installation
Pyote AFB	Pyote, TX	Closed 1954	aka Rattlesnake Air Base
RAF Bentwaters	Suffolk, United Kingdom	Closed 1993	
RAF Sculthorpe	Norfolk, United Kingdom	Closed 1992	
RAF Upper Heyford	United Kingdom	Closed 30 Sep 1994	Returned to the British government
RAF Woodbridge	Suffolk England	Closed on 14 March 1948	
Rapid City AFB	Rapid City, SD	13 June 1953 renamed Ellsworth AFB	Army acquired in 1941, transferred to AF in 1947, renamed Weaver AFB in Jan 1948, back to Rapid City in June 1948,
Ramey AFB	Aguadilla, Puerto Rico	Closed 1973	Now Rafael Hernandez International Airport and CGAS Borinquen
Reese AFB	Lubbock, TX	Closed 1997	ex-Lubbock AFB
Rhein Main AB	Germany	Closed 2005	Now part of Frankfurt International Airport
Richard Bong AFB	Kenosha County, WI	Excessed 1960	designated 1955, abandoned 1959; excessed 1960
Richards Gebaur AFB	Kansas City, MO	Closed 1980	Part to AF Reserves Richards-Gebaur ARS closed 1994. Ex-Grandview AFB
Rickenbacker AFB	Columbus, OH	Closed 1980	Part to ANG, Rickenbacker ANGB. Ex-Lockbourne AFB



<b>NAME</b>	<b>LOCATION</b>	<b>STATUS</b>	<b>NOTES</b>
Rome AFB	Rome, NY	Renamed Griffiss AFB, 1948	
Roswell AF	Roswell, NM	Renamed Walker AFB 13 January 1948	Walker AFB closed 30 June 1967
Sampson AFB	Geneva, NY	Closed 1958	Part went to Seneca Army Depot, which closed in July 2001
San Bernardino AFB	San Bernardino, CA	Renamed Norton AFB, 1950	
San Marcos AFB	San Marcos, TX	Transferred to Army in 1956	Renamed Gary AFB 1953, later Edward Gary AFB, transferred to Army in 1956 and renamed Camp Gary, 1964 became Gary Job Corps Center
Sault Sainte Marie AFS	Sault Sainte Marie, MI	Closed 1981	
Schilling AFB	Salina, KS	Closed 1967	ex-Smoky Hill AFB
Sedalia AFB	Knob Noster, MO	Dec. 3, 1955 became Whiteman AFB	Aug 1942 Sedalia Glider Base, November 1942 Sedalia Army Air Field, Inactivated mid-40s, August 1951 became Sedalia AFB
Selfridge AFB	Detroit, MI	Closed 1971	Became Selfridge ANGB, CGAS Detroit, NAF Detroit. NAF Detroit closed in 1994
Sembach AB	Germany	Renamed Sembach Annex 1998	Annex of Ramstein AB
Sewart AFB	Smyrna, TN	closed 1970	ex-Smyrna AFB
Shemya AFB	Shemya Island, AK	Eareckson AS in 1994	Designated Shemya AFB in 1948; renamed Shemya Airport 1954; later renamed Shemya Army Air Base; renamed Shemya AFS 1959; renamed Shemya AFB 1968; renamed Eareckson AFS in 1993, Eareckson AS in 1994
Sherman AFB	Leavenworth, KS	To Army, 1953	



NAME	LOCATION	STATUS	NOTES
Slocum AFB	New Rochelle, NY	To Army 1950	Ft. Slocum, on an island near New York City and accessible only by ferry boat, was renamed Slocum AFB in June 1949. June 1950 the New York District Engineer assumed custody of the property. Ft. Slocum was reactivated as an Army post late in 1950, and closed in 1965. The island is now owned by the City of New Rochelle
Smoky Hill AFB	Salina, KS	Renamed Schilling AFB	
Smyrna AFB	Smyrna, TN	Renamed Sewart AFB	
Soesterberg AB	Netherlands	Returned to Netherlands 1994	
Spence AB	Moultrie, GA	1951-1961	
Spokane AFB	Spokane, WA	Became Fairchild AFB November 1950	Spokane Air Depot 1942, became Spokan AFB January 1948
Standiford AFB	Louisville, KY	Closed 1947	Renamed Standiford Field 1951, now Louisville International Airport
Stead AFB	Reno, NV	Closed 1966	Now Reno Stead Airport
Stewart AFB	Newburgh, NY	Closed 1971	Now Stewart International Airport and Stewart Air National Guard Base for New York Air National Guard and US Marine Corps Reserve
Stewart Field	Newburgh, NY	Renamed Stewart AFB early 1950s	
Suffolk County AFB	Westhampton Beach, NY	Closed 1969	Part to ANG rescue wing, Now Francis S. Gabreski Air National Guard Base
Sundance AFS (Contained the PM-1 Nuclear Power Plant)	Sundance, WY	Sundance AFS Opened 1962, Closed 11 April 1968	The nation's first nuclear-powered radars. This SAGE feeder station was manned by the 731st Radar Squadron. The Air Force deactivated the 731st on 18 July 1968.



<b>NAME</b>	<b>LOCATION</b>	<b>STATUS</b>	<b>NOTES</b>
Tachikawa AFB	Tokyo, Japan	Transferred to Japan in 1977	Ceased operation 1969 (missions there transferred to Yokota Air Base) transferred back to the Japanese government in 1977
Tempelhof AB	Germany	To Germany June 26, 1993	
Thornbrough AFB	Cold Bay, AK	closed 1953	Yes, it is Thornbrough not Thornborough
Tonopah AFB	Tonopah, NV	Closed 1948-ish	Not the same as Tonopah Test Range Airfield
Topeka AFB	Topeka, KS	10 June 1949 Renamed Forbes AFB	Acquired 1941 as Topeka AAF, transferred to AF in 1948 and inactivated, reactivated in 1948, Closed 1973
Torrejon AB	Spain	To Spanish Government about 1993	
Truax Field	Madison, WI	Closed 1945, Re-Opened 1951, to Wisconsin ANG 1 Jan 1968	Began as Madison Army Airfield, Now Truax Field Air National Guard Base
Turner AFB	Albany, GA	To Navy in 1967	Became NAS Albany which closed in 1974
Tye Air Field	Abilene, TX	Became Dyess AFB in 1958	Tye AF Renamed Abilene AF in 1942 & AFB in 1953
Vernam AFB	Jamaica	Closed on 28 May 1949	
Victorville AFB	Victorville, CA	Renamed George AFB, closed 1992	
Vincent AFB	Yuma, AZ	To USC in 1960	Became MCAS Yuma. Ex-Yuma Cty MAP
Waco AFB	Waco, TX	Renamed Connally AFB	James Connally AFB Closed 1968



NAME	LOCATION	STATUS	NOTES
Wake Island AFB	Wake Island	To Army 1993, to AF in 2002	ex-Wake Island AFS; renamed Wake Island Airfield; to Army 1993 as Wake Island Missile Launch Facility operated under a caretaker permit from the Air Force and administered by the US Army Strategic and Missile Defense Command, Huntsville, AL; property accountability remained with the Air Force and was transferred from the 15th ABW, Hickam AFB, to the 36th Air Base Wing, Andersen AFB Oct. 2000; AF resumed operational control of Wake Island in 2002
Walker AFB	Roswell, NM	Closed 1967	Roswell AAF renamed Walker AFB Jan 1948
Waller AFB	Victorville, CA	Closed 28 May 1949	
Walseth AFB	Seward, AK	Closed 1948	
Webb AFB	Big Spring, TX	Closed 1977	ex-Big Spring AFB
Wendover AFB	Wendover, UT	Closed 1969, Given to Wendover in 1977	Renamed Wendover AF Aux. Field 1958, today named Decker Field.
Westover AFB	Chicopee, MA	To AFRes 1974	Later became Westover ARB
Wheeler AFB	Oahu, HI	To Army 1993	Wheeler AAF
Wiesbaden AFB	Germany	To Army 1993	In 1993, Wiesbaden Air Base renamed Wiesbaden Army Air Field
Williams AFB	Chandler, AZ	Closed 1993	The Armstrong Laboratory Aircrew Research Training Facility remains at Williams Gateway Airport
Wichita AFB	Wichita, KS	Became McConnell AFB in 1954	Army took over airport in 1942, 1946 returned to city as Wichita Municipal Airport, 31 May 1951 AF Acquires
Wolters AFB	Mineral Wells, TX	Returned to Army 1956	
Wurtsmith AFB	Oscoda, MI	Closed 1993	ex-Oscoda AFB
Zaragoza AB	Zaragoza, Spain	To Spanish Government October 1992	



NAME	LOCATION	STATUS	NOTES
Zweibrücken AB	Germany	Closed September 1991	



## Appendix 46 DoD Joint Bases

<b>AIR FORCE</b>	<b>ARMY</b>	<b>NAVY</b>	<b>INSTALLATION MANAGEMENT</b>
McChord AFB	<b>Fort Lewis*</b>		Joint Base Lewis-McChord, WA
<b>McGuire AFB</b>	Fort Dix	Naval Air Engineering Station Lakehurst	Joint Base McGuire-Dix- Lakehurst, NJ
<b>Andrews AFB</b>		Naval Air Facility Washington	Joint Base Andrews-Naval Air Facility Washington, MD
Bolling AFB		<b>Naval Station Anacostia</b>	Joint Base Anacostia-Bolling-Naval Research Laboratory (NRL), Washington, DC
	<b>Fort Myer</b>	Henderson Hall (Marine Corps)	Joint Base Myer-Henderson Hall, VA
<b>Elmendorf AFB</b>	Fort Richardson		Joint Base Elmendorf-Richardson, AK
Hickam AFB		<b>Naval Station Pearl Harbor</b>	Joint Base Pearl Harbor-Hickam, HI
Randolph AFB <b>Lackland AFB</b>	Fort Sam Houston		Joint Base San Antonio, TX
<b>Charleston AFB</b>		Naval Weapons Station Charleston	Joint Base Charleston, SC
<b>Langley AFB</b>	Fort Eustis		Joint Base Langley-Eustis, VA
	Fort Story	<b>Naval Expeditionary Base Little Creek</b>	Joint Expeditionary Base Little Creek-Fort Story, VA
Andersen AFB		<b>Naval Base Guam</b>	Joint Region Marianas, Guam

\*Highlighted installation is the lead Service.

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